

SMART Notebook 10 Software for Windows Operating Systems

Creating SMART Notebook Files

Extraordinary made simple™

Product Registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at www.smarttech.com/registration.

Keep the following information available in case you need to contact SMART Technical Support.

Serial Number: _____

Date of Purchase: _____

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Chapter 1

An Introduction to Creating SMART Notebook Files

Introduction to SMART Products

SMART interactive products, including the SMART Board™ interactive whiteboard and the Sympodium™ interactive pen display, detect contact with the interactive screen and send each contact point, along with Pen tool information, to the connected computer. SMART Notebook translates the information into mouse clicks and digital ink. SMART Notebook enables you to perform normal computer operations by pressing the screen with your finger (interactive whiteboards) or tethered pen (interactive pen displays).

You can write or draw on the screen using digital ink, and then save or erase your notes.

Introduction to .notebook files

SMART Notebook is a suite of programs that you can use with your SMART interactive product. You can use SMART Notebook to create lessons or presentations in a .notebook file.

Each .notebook file contains a series of pages and each page has its own objects, properties and settings. You can add freehand objects, geometric shapes, straight lines, text, graphics, Flash content and tables to a page. You can manipulate and edit these objects at any time.

You can save files in a format that opens in SMART Notebook on a Windows®, Mac or Linux® operating system. You can also export your file in a variety of formats, including HTML and PDF.

The Page Sorter displays all of the pages in the current file in thumbnail format. SMART Notebook automatically updates these thumbnails when you change the contents of the pages.

You can copy clip art, backgrounds, multimedia content, and other .notebook files and pages to your page from the Gallery. The Gallery also provides access to the following resources:

- Gallery Essentials – a collection of thousands of subject-specific images and multimedia content
- Lesson Activity Toolkit – a collection of customizable tools and templates that you can use to create professional-looking and interactive lessons
- Online Resources – online content for educators who use SMART products, including lesson activities, educational software and advice for using your SMART product
- The SMART Learning Marketplace – a content subscription service with more than a million digital resources, including images and multimedia files

You can attach a copy of a file, a shortcut to a file or a Web page link to a file. This enables you to quickly find and open files and Web pages when you present your file.

Chapter 2

The SMART Notebook Window

The *SMART Notebook* window provides a number of ways to look at and interact with a .notebook file.

The whiteboard area displays the current page and enables you to create, edit and manipulate objects on a page.

The Page Sorter displays thumbnails of the pages in the current file. It allows you to organize pages and move objects from page to page. You can view any page by pressing its thumbnail in the Page Sorter.

The Gallery contains clip art, backgrounds, and .notebook files and pages that you can use in your presentations. Thumbnails within the Gallery provide previews of gallery content images. The Gallery also provides access to the SMART Learning Marketplace and other online resources.

The Attachments tab enables you to attach a copy of a file, a shortcut to a file or a Web page link to your file.

The Properties tab enables you to change the options for the object you select. For example, if you select a shape, the Properties tab displays options for changing fill effects, line style and object animation.

The SMART Notebook toolbar enables you to select and use a variety of commands and tools.

TIP

During a presentation, display the *SMART Notebook* window in Full Screen view. This view hides the tabs and the SMART Notebook toolbar. It provides the greatest possible whiteboard area and allows you to return to the standard view at any time.

To open a *SMART Notebook* window

Press the **SMART Board** icon in the notification area, and then select **Notebook**.

NOTE

If your computer is not currently connected to a SMART interactive product, the **SMART Board** icon includes an X in its bottom right corner.

SMART Notebook Toolbar

The SMART Notebook toolbar enables you to select and use a variety of commands and tools within the *SMART Notebook* window.

You can move the toolbar to the top or bottom of the interactive screen.

You can customize the toolbar so that it includes the tools you use most frequently.

The following table describes the functions of each toolbar button in the default SMART Notebook toolbar.

Button	Command	Action
	Previous Page	Display the previous page in the current file.
	Next Page	Display the next page in the current file.
	Insert Blank Page	Insert a new, blank page in the current file.
	Open	Open a .notebook file.
	Save	Save the current file.
	Paste	Paste clipboard contents on the page.
	Undo	Reverse the effect of the last action.
	Redo	Reinstate the last action reversed with the **Undo** command.

Button	Command	Action
	Delete	Delete all selected objects.
	Screen Shade	Add a Screen Shade to the current page.
	Full Screen	Display the current page in Full Screen view.
	Dual Page Display	Display two pages side by side.
	Screen Capture Toolbar	Open the Screen Capture toolbar.
	Activate SMART Document Camera	Insert an image from a SMART Document Camera.
	Insert Table	Insert a table on the current page.
	Select	Select objects on the current page.
	Pen	Draw a freehand object on the current page.
	Creative Pen	Draw a freehand object on the current page using a Creative Pen.
	Eraser	Erase objects on the current page.
	Line	Draw a straight line on the current page.
	Shape	Draw a shape on the current page.

Button	Command	Action
	Shape Recognition Pen	Draw a freehand object on the current page that SMART Notebook recognizes and converts into a rectangle, ellipse, triangle or arc.
	Magic Pen	Create freehand objects that slowly fade, open a magnification window or open a spotlight window using the Magic Pen.
	Fill	Define a fill effect, and then apply it to objects.
	Text	Select a font for your next text object.
	Properties	Display the Properties tab, and then change an object's properties.
	Move Toolbar	Move the SMART Notebook toolbar to the top or bottom of the interactive screen.

The following table describes the functions of each toolbar button that you can add to a customized SMART Notebook toolbar.

Button	Command	Action
	Print	Prints the current file.
	Zoom	Select a different page magnification.
	Show All Links	Display an animated indicator around each object that has a link.
	Insert Question	Insert a SMART Response or Senteo™ question on the current page.
	Adjust Volume	Adjusts the volume of your computer.
	Instant Conferencing	Create a Bridgit™ software conference, join a conference or configure conference settings.
	Welcome Center	Opens the Welcome Center.

Button	Command	Action
	SMART Keyboard	Start SMART Keyboard.
	SMART Recorder	Start SMART Recorder.
	SMART Video Player	Start SMART Video Player.
	Pin Page	Pins a page to continue displaying it in the whiteboard area when you select other pages in dual page mode.
	Customize	Customize the toolbar so that it includes the tools you use most frequently.

To customize the SMART Notebook toolbar

1. Right-click the SMART Notebook toolbar.

   The *Customize Toolbar* dialog box appears.

   NOTE
   If you customize the SMART Notebook toolbar to include the **Customize** tool, you can also display a list of available tools by pressing **Customize**  .

2. To add a button to the toolbar, press an icon in the *Customize Toolbar* dialog box, and then drag it to the SMART Notebook toolbar.
3. To remove a button from the toolbar, press its icon in the SMART Notebook toolbar, and then drag it to the *Customize Toolbar* dialog box.
4. To rearrange the buttons, press an icon in the SMART Notebook toolbar, and then drag it to a new position in the toolbar.
5. Press **Done**.

To restore the default SMART Notebook toolbar

1. Right-click the SMART Notebook toolbar.

   The *Customize Toolbar* dialog box appears.

2. Press **Restore Defaults**.

To control how the toolbar displays available options

When you select certain toolbar buttons, SMART Notebook displays available options.

For example, if you press the **Pen** button  , a selection of available line styles appears. By default, these line styles remain on-screen until you press a different toolbar button or press the X button to the right of the available options. However, you can set up the available options to disappear when you press anywhere in the whiteboard area.

If you want the available options to disappear when you press anywhere in the whiteboard area, select **View > Auto-Hide Contextual Toolbar**.

If you want the available options to remain on-screen until you select a different toolbar button or the X button, clear the selection of **View > Auto-Hide Contextual Toolbar**.

To move the SMART Notebook toolbar

To move the toolbar to the bottom of the screen, press **Move Toolbar**  .

To move the toolbar to the top of the screen, press **Move Toolbar** again.

NOTE

The toolbar is more accessible to children and shorter adults when it's at the bottom of the interactive screen.

Displaying Your File in Full Screen View

In Full Screen view, SMART Notebook expands the whiteboard area to the size of the interactive screen by hiding the title bar, toolbar, taskbar, Page Sorter, Gallery, Attachments tab and Properties tab. You can access commonly used commands using the **Full Screen** toolbar.

TIP

Use Full Screen view when presenting in front of a group. This view maximizes the available workspace for writing notes and displaying pages.

To display your file in Full Screen view

Press **Full Screen**  or select **View > Full Screen**.

The title bar, toolbar, taskbar, Page Sorter, Gallery, Attachments tab and Properties tab disappear and the Full Screen toolbar appears.

To use the Full Screen toolbar

Press **Previous Page**  to display the previous page.

Press **Next Page**  to display the next page.

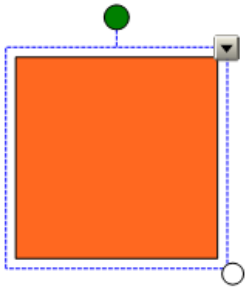
Press **Options** to open a menu of options.

Press **Exit Full Screen**  to return to the standard view and display the SMART Notebook toolbar and tabs.

Press **More/Less Buttons**  to display **Blank Page**, **Undo**, **Select** and **Magic Pen Tool** buttons. Press **More/Less Buttons** again to hide these buttons.

Menu Arrows

When you select an object, a menu arrow appears in the object's top right corner. You can press the menu arrow to display a menu of commands.



NOTE

Pressing an object's menu arrow gives you access to the same menu as right-clicking an object.

Similarly, when you select pages in Page Sorter or items in the Gallery, a menu arrow appears in the top right corner of the page's or item's thumbnail. You can access menu commands by pressing this menu arrow.

Fonts Toolbar

When you type new text or edit existing text, the Fonts toolbar appears.



You can use this toolbar to change the formatting of an entire text object or specific words or characters within a text object.

NOTE

You can also change font properties in the Properties tab.

Selecting a Page Magnification

You can zoom in to or out of the whiteboard area. You can also set the page to fit your display or set the page's width to the same width as the display.

To select a page magnification

1. Select **View > Zoom**.
2. Select a magnification level between 50% and 300%.

   OR

   Select **Entire Page** to make the entire page fit your display.

   OR

   Select **Page Width** to set the page's width to the same width as the display.

   NOTE

   – SMART Notebook saves this magnification setting. The next time you start SMART Notebook, the page appears at this magnification level.

   – If you customize the SMART Notebook toolbar to include the **Zoom** tool, you can also select a page magnification by pressing **Zoom**  , and then selecting a magnification level, **Entire Page** or **Page Width**.

Displaying Dual Pages

You can display two pages side by side. You can draw, make notes, import files and add links on either page in the same way as you would on a single page.

To display dual pages

Press **Dual Page Display**  .

OR

Select **View > Zoom > Dual Page Display**.

A second page appears in the whiteboard area. A red border indicates the active page.

To display a single page

Press **Single Page Display**  .

OR

Select **View > Zoom > Single Page Display**.

Pinning a Page

When you're displaying dual pages, you can pin a page to continue displaying it in the whiteboard area when you select other pages in the Page Sorter.

To pin a page

1. If you haven't done so already, display dual pages.
2. Select the page immediately after the page you want to continue displaying.

   The page you select appears on the right side of the dual display. The page you want to continue displaying appears on the left side of the dual display.
3. Select **View > Zoom > Pin Page**.

   Pin icons  appear in the top corners of the pinned page.

   NOTE
   If you customize the SMART Notebook toolbar to include the **Pin Page** tool, you can also pin a page by pressing **Pin Page**  .

To pin a page

Clear the selection of **View > Zoom > Pin Page**.

NOTE
If you customize the SMART Notebook toolbar to include the **Pin Page** tool, you can also unpin a page by pressing **Pin Page**  .

Displaying Links

You can attach a copy of a file, a shortcut to a file, a link to a Web page or a sound file to any object on a page. You can display an animated indicator around each object that has a link.

NOTE
For more information on adding links, see page 41.

To display links when a page opens

Select **View > Show All Links When Page Opens**.

Each time you open a page, an animated indicator appears around each object that has a link. Depending on how you define the links, each indicator surrounds either the entire object or an icon in the object's bottom left corner. The indicators disappear automatically after several seconds.

NOTE

Select **View > Show All Links When Page Opens** again to stop displaying links when you open a page.

To display links on the current page

Select **View > Show All Links**.

An animated indicator appears around each object that has a link. Depending on how you define the links, each indicator surrounds either the entire object or an icon in the object's bottom left corner. The indicators disappear automatically after several seconds.

Chapter 3
Working with .notebook Files

You can create, open, save and print .notebook files the way you would files in other programs. You can also export .notebook files in a variety of formats, including HTML and PDF, and attach files to e-mail messages.

NOTE

If you install a SMART software product that can open .notebook files other than SMART Notebook on your computer, you can set up that software to be the default application for .notebook files. You can change the default application for .notebook files back to SMART Notebook at a later date. For more information, see page 18.

Creating a New File

When you open the *SMART Notebook* window, a new .notebook file opens automatically. However, you can create a new file at any time.

To create a new file

1. Select **File > New**.
2. If you're working on a file with unsaved changes, a dialog box appears and prompts for whether you want to save the current file. Press **Yes** to save your changes, and then follow the on-screen instructions.

Opening a File

With SMART Notebook 10, you can open:

- .notebook files (the default file format for SMART Notebook software 9.5, 9.7 and 10)
- .xbk files (the default file format for SMART Notebook software 8, 9.0 and 9.1)

After you open a file, you can save the file as a .notebook or .xbk file. The method by which you open a file is the same for all versions of SMART Notebook software.

To open a file

1. Press **Open**  .

   OR

   Select **File > Open**.

   The *Open* dialog box appears.

2. Browse to, and select, the file you want to open.
3. Press **Open**.

TIP
You can open a recently opened document by selecting the File menu, and then selecting the file name.

Saving a File

By default, SMART Notebook saves your files in .notebook format. Anyone with SMART Notebook software version 9.5 or later for the Windows, Mac or Linux operating system installed on their computer can open a .notebook file.

NOTE
The default file format for SMART Notebook version 10 is .notebook, but the default file format for versions 8, 9.0 and 9.1 is .xbk. If you want to open your file in SMART Notebook 8, 9.0 or 9.1, save your file with the .xbk extension. However, the .xbk format doesn't support some of the objects and properties available in SMART Notebook version 10. If you save your file in the .xbk format, SMART Notebook doesn't save the objects or properties in your file that the .xbk format doesn't support. Also, if you create text in SMART Notebook 10 and save your file in .xbk format, you aren't able to edit the text in SMART Notebook 8, 9.0 or 9.1.

To save a new file

1. Press **Save**  .

   OR

   Select **File > Save**.

   The *Save As* dialog box appears.

2. Browse to the folder where you want to save the new file.
3. Type a name for the file in the **File name** box.
4. If you want to make sure that your file retains its formatting, select the .notebook file type.

   OR

   If you want to create a file that you can open with SMART Notebook versions 8, 9.0 and 9.1, select the .xbk file type.

5. Press **Save**.
6. If you're saving your file in the .xbk format and there are objects or properties in your file that the .xbk format doesn't support, a dialog box appears indicating that SMART Notebook won't save these objects or properties if you continue. Press **Yes**.

To save an existing file

Press **Save**  .

OR

Select **File > Save**.

To save a file with a new name or location

1. Select **File > Save As**.

   The *Save As* dialog box appears.
2. Browse to the folder where you want to save the new file.
3. Type a name for the file in the **File name** box.
4. If you want to make sure that your file retains its formatting, select the .notebook file type.

   OR

   If you want to create a file that you can open with SMART Notebook versions 8, 9.0 and 9.1, select the .xbk file type.
5. Press **Save**.
6. If you're saving your file in the .xbk format and there are objects or properties in your file that the .xbk format doesn't support, a dialog box appears indicating that SMART Notebook won't save these objects or properties if you continue. Press **Yes**.

Saving a File Automatically

You can set SMART Notebook to save your file automatically when you display a different page or after a specified period of time.

To save files automatically

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* dialog box appears.
2. Select **Every time I move to a different page** to save your file automatically every time you select a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to save your file automatically after a specified period of time.

3. Press **Next**.
4. Select **Notebook Document**.
5. Press **Next**.

   The *Save As* dialog box appears.
6. Browse to the folder where you want to save the new file.
7. Type a name for the file in the **File name** box. SMART Notebook automatically saves the file with the .notebook file extension.

   NOTE
   The default file format for SMART Notebook 10 is .notebook, but the default file format for versions 8, 9.0 and 9.1 is .xbk. If you want to open your file in SMART Notebook 8, 9.0 or 9.1, save your file with the .xbk extension. However, the .xbk format doesn't support some of the objects and properties available in SMART Notebook 10. If you save your file in the .xbk format, SMART Notebook doesn't save the objects or properties in your file that the .xbk format doesn't support. Also, if you create text in SMART Notebook software 10 and save your file in .xbk format, you aren't able to edit the text in SMART Notebook software 8, 9.0 or 9.1.
8. Press **Save**.

To cancel automatic file saving

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* dialog box appears.
2. Select **Do not save the document automatically**.
3. Press **Next**.

Printing Files or Pages

You can print .notebook files or pages from .notebook files. You can print the pages as thumbnails, handouts or full pages.

To print files or pages

1. Select **File > Print**.

   The *Print* dialog box appears.

   NOTE
   If you customize the SMART Notebook toolbar to include the **Print** tool, you can also open the *Print* dialog box by pressing **Print**  .

2. If you want to print thumbnails, select **Thumbnails** in the **Print What** column.

   OR

   If you want to print handouts, select **Handouts** in the **Print What** column. Handouts include space on the printed page for handwritten notes.

   OR

   If you want to print full pages, select **Full Page** in the **Print What** column.

3. To add a header, footer or date to each printed page, type it in the **Header**, **Footer** and **Date** boxes.
4. To add a page number to each printed page, select the **Show page numbers** check box.
5. If you're printing thumbnails, select a **Layout**:

   a. Select **Full Page** (one thumbnail per printed page), **Large** (two thumbnails per printed page), **Medium** (four thumbnails per printed page) or **Small** (six thumbnails per printed page).

   b. To include borders around each thumbnail, select the **Page Borders** check box.

   c. To include the page name, select the **Thumbnail Titles** check box.

6. If you're printing handouts, select a **Layout**:

   a. Select **Large** (one page from your .notebook file per printed page), **Medium** (two pages from your .notebook file per printed page) or **Small** (three pages from your .notebook file per printed page).

   b. To include borders around each page from the .notebook file, select the **Page Borders** check box.

   c. To include the page name, select the **Thumbnail Titles** check box.

7. To print the file, select **All**.

   OR

   To print selected pages, select **Pages**, and then type the page numbers you want to print. Separate individual page numbers with commas and separate page ranges with a hyphen (for example, 1,2,4-7).

8. Press the **Printer Setup** tab.
9. Select other print settings, including the printer name and the number of copies.
10. Press **Print**.

Attaching a File to an E-Mail Message

You can send your file to others by attaching the file, or a PDF version of your file, to an e-mail message.

To attach a file to an e-mail message

Select **File > Send To > Mail Recipient**.

Your default e-mail program starts, creates a new message and attaches the current file to the message. If you haven't saved the file, SMART Notebook saves it as a temporary file called **untitled.notebook** and your e-mail program attaches this temporary file to the e-mail message.

To attach a file to an e-mail message as a PDF

Select **File > Send To > Mail Recipient (as PDF)**.

Your default e-mail program starts, creates a new message and attaches a PDF of the current file to the message. If you haven't saved the file, SMART Notebook saves the PDF file as a temporary file called **untitled.pdf** and your e-mail program attaches the temporary file to the outgoing message.

Changing the Default Application for .notebook Files

If you install a SMART software product that can open .notebook files other than SMART Notebook on your computer, you can set up that software to be the default application for .notebook files. If you want to, you can change the default application for .notebook files back to SMART Notebook at a later date.

To change the default application when you open a file

1. Open a .notebook file using SMART Notebook.

   A message appears asking if you want to change the default application for .notebook files to SMART Notebook.

   NOTE
   If you don't want this message to appear when you open a .notebook file using SMART Notebook, select **Do not show this message again**.

2. Press **Yes**.

   NOTE
   If you don't want to change the default application, press **No**.

To change the default application using the Edit menu

1. Select **Edit > Preferences**.

   The *Preferences* dialog box appears.

2. Press **Make Default**.

3. If you want a message to appear when you open a .notebook file and your default application is not SMART Notebook, select **Tell me if Notebook is not the default program for Notebook files**.

4. Press **OK**.

Chapter 4
Working with the Pages of a .notebook File

Each .notebook file is comprised of a series of pages, each with its own objects, properties and settings. You can add freehand objects, geometric shapes, straight lines, text, graphics, Flash content and tables to a page.

A thumbnail of each page appears in the Page Sorter. Using either the Page Sorter or menu commands, you can display a page, insert a blank page, add a clone of an existing page and delete a page.

You can also change a page's background, extend a page's height, rename a page, rearrange the page order within a file and add a Screen Shade to a page prior to a presentation.

Displaying a Page

You can display a page using the Page Sorter. You can display the next or previous page in the current file using the SMART Notebook toolbar or the **View** menu.

To display a page

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. Press the thumbnail of the page you want to display.

To display the next page in a file

Press **Next Page**  .

OR

Select **View > Next Page**.

To display the previous page in a file

Press **Previous Page**  .

OR

Select **View > Previous Page**.

Inserting a Page

You can insert a blank page in the current file using the SMART Notebook toolbar, the **Insert** menu or the Page Sorter.

To insert a page using the SMART Notebook toolbar

Press **Insert Blank Page**  .

The new page appears after the current page.

To insert a page using the Insert menu

Select **Insert > Blank Page**.

The new page appears after the current page.

To insert a page using the Page Sorter

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. Select the thumbnail of the page you want the new page to appear after.
3. Press the thumbnail's menu arrow, and then select **Insert Blank Page**.

   The new page appears after the selected page.

Cloning a Page

As an alternative to inserting a blank page, you can insert a duplicate (or “clone”) of an existing page.

To clone a page

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. Select the thumbnail of the page you want to clone.
3. Press the thumbnail's menu arrow, and then select **Clone Page**.

   The cloned page appears immediately after the current page.

   NOTE
   You can repeat this process as many times as you want.

Deleting a Page

You can delete a page from your file.

TIP
As an alternative to deleting the page, you can clear all of its objects. For more information, see page 65.

To delete a page using the Edit menu

1. If you haven't done so already, display the page you want to delete.

   NOTE
   Make sure you display the page you want to delete before you complete the next step. SMART Notebook doesn't confirm that you want to delete the page.

2. Select **Edit > Delete Page**.

To delete a page using the Page Sorter

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. Select the thumbnail of the page you want to delete.

   NOTE
   Make sure you select the thumbnail of the page you want to delete before you complete the next step. SMART Notebook doesn't confirm that you want to delete the page.

3. Press the thumbnail's menu arrow, and then select **Delete Page**.

Changing the Background of a Page

You can change a page's background color to another color, a gradient of two colors, a pattern or an image.

To change a background to a solid color

1. Select **Format > Background**.

   NOTE
   The Properties tab displays Fill Effects options.

2. Select **Solid Fill**.
3. Press a color in the palette.

   TIP
   You can also change the background to a color that already appears on the page. Select **Format > Background**, select the Eyedropper tool  , and then select the color on the page you want the background to match.

To change a background to a gradient of two colors

1. Select **Format > Background**.

   The Properties tab displays **Fill Effects** options.
2. Select **Gradient Fill**.
3. Press a color in each of the color palettes.
4. Select an option in the **Style** list.

To change a background to a pattern

1. Select **Format > Background**.

   The Properties tab displays **Fill Effects** options.
2. Select **Pattern Fill**.
3. Press a pattern.
4. Press **Foreground Color**, press a color in the palette, and then press **OK**.
5. Press **Background Color**, press a color in the palette, and then press **OK**.

To change a background to an image

1. Select **Format > Background**.

   The Properties tab displays **Fill Effects** options.
2. Select **Image Fill**.
3. Press **Browse**.

   The *Insert Image File* dialog box appears.
4. Browse to, and select, the image you want to use as a background, and then press **Open**.

To remove a background

1. Select **Format > Background**.

   The Properties tab displays **Fill Effects** options.
2. Select **Solid Fill**.
3. Press **No Fill** in the color palette.

Applying a Background or a Theme to Files, Groups or Pages

You can customize a page, all the pages in a group, or all the pages in a file using a predefined background or theme.

NOTE

The Gallery includes a selection of backgrounds and themes, but you can also create your own customized themes. For more information on creating themes, see page 83.

To apply a background or a theme

1. If the Gallery isn't visible, press **Gallery**  .
2. Select **My Content** in the Gallery's category list to view the backgrounds and themes you created or imported.

   OR

   Select **Gallery Essentials** or **Gallery Sampler** to view predefined backgrounds and themes you installed with the software.

   The Gallery displays thumbnails of the available backgrounds and themes.
3. Select **Backgrounds and Themes**.
4. Press the thumbnail of the theme you want to apply.
5. Press the thumbnail's menu arrow, and then select **Insert in Notebook**.

   The *Insert Theme* dialog box appears.
6. To apply the background or theme to all pages in a file, select **Insert theme on all pages**, and then press **OK**.

   OR

   To apply the background or theme to all pages in the current group, select **Insert theme on all pages of current group**, and then press **OK**.

   OR

   To apply the background or theme to the current page, select **Insert theme on current page only**, and then press **OK**.

To remove a background or a theme

1. Right-click the whiteboard area.
2. Select **Delete Theme**.

NOTE

- You remove the background or theme from all the pages to which you applied it.
- If you want to remove a background that you applied using the Properties tab, you must remove it using the Properties tab.

Extending a Page

If you need more room at the bottom of a page, you can extend the page vertically without affecting the page's width.

To extend a page

1. If you're displaying the page in Entire Page view, select a different page magnification.
2. Press the **Extend Page** link at the bottom of the page.

Renaming a Page

When you insert a page, SMART Notebook software automatically names this page with the date and time of its creation. You can change this name.

To rename a page

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. Press the thumbnail of the page you want to rename.
3. Press the thumbnail's menu arrow, and then select **Rename Page**.
4. Type a new name for the page.

NOTE

If a keyboard isn't easily accessible, type the new name using the SMART Keyboard.

5. Press elsewhere on the screen.

Rearranging Pages

If you want, you can rearrange the order of the pages in a file.

To rearrange pages

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. Press the thumbnail of the page you want to move in the file.

   A blue border appears around the thumbnail.
3. Drag the thumbnail to its new position in the Page Sorter.

   A blue line indicates the page's new position.
4. Release the thumbnail.

Adding a Screen Shade to a Page

If you want to cover information and reveal it slowly during a presentation, you can add a Screen Shade to a page.

If you add a Screen Shade to a page and save the file, the Screen Shade appears over the page the next time you open the file.

NOTE
The Screen Shade appears over the current page only and doesn't appear over other pages or other programs.

To add a Screen Shade to a page

Press **Screen Shade**  .

OR

Select View > Screen Shade.

A Screen Shade appears over the entire page.

To reveal part of the page

The small circles at the edges of the Screen Shade are resize handles. Press and drag a resize handle to reveal part of a page.

To remove the Screen Shade from a page

Press **Screen Shade**  .

OR

Select **View > Screen Shade**.

OR

Press the **Exit** button  in the upper right corner of the Screen Shade.

Chapter 5
Creating Objects

You can add objects to a page, including freehand objects, shapes, lines, text, graphics and Flash content. You can:

- Write or draw freehand objects using the Pen and Creative Pen tools.
- Add shapes using the Shape tool or draw shapes using the Shape Recognition tool.
- Draw lines using the Straight Lines tool.
- Add text using the Text tool or convert handwritten text.
- Insert graphics files or scanned images.
- Insert images from SMART Document Camera.
- Insert Flash files or Flash video files.
- Insert SMART Response or Senteo title pages and questions.
- Add a link to an object.
- Add a sound file to an object.
- Animate objects.

Writing or Drawing Objects

The easiest way to write or draw objects is to use pen tray pens (on interactive whiteboards) or a tethered pen and pen tool buttons (on interactive pen displays).

You can also create freehand objects using the **Pen** toolbar button.

TIP

- Don't rest your elbow or the palm of your hand on the screen while you're writing. Also, constantly press the interactive screen while writing. This ensures that the interactive product registers contact points continuously.

- If you draw or write multiple objects, SMART Notebook software groups the objects automatically, enabling you to interact with them as a single object. For example, if you write the letters of a word, SMART Notebook groups the individual letters, allowing you to interact with the whole word. If you want to write words on the same line but don't want them grouped, leave a large gap between them, use different pens, or briefly put the pen in the pen tray before writing another word (interactive whiteboards only).
- If you want to write diagonally, write in a straight line, and then rotate it.
- If you want to write in small letters, write large characters, and then reduce their size.

You can customize the appearance of digital ink, including its thickness, color, line style and more.

To create freehand objects with the Pen tool

1. Press **Pen**  , and then select an available line type.

   OR

   Select **Draw > Pen**, and then select an available line type.
2. Create freehand objects by writing or drawing on the interactive screen.

TIP
If the available line types cover the area you want to write or draw on, press the X symbol to the right of the available line types.

To customize the appearance of digital ink

1. Press **Pen**  , and then select an available line type.

   OR

   Select **Draw > Pen**, and then select an available line type.

TIP
Select the line style that you use the least.

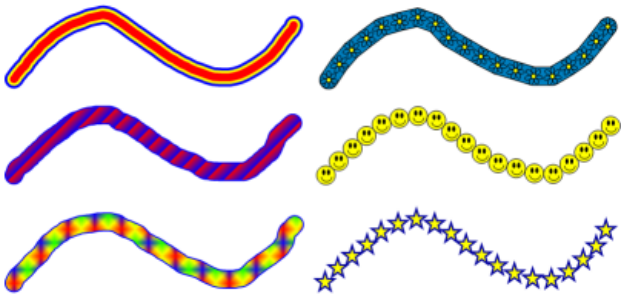
2. If the Properties tab isn't visible, press **Properties**  .
3. Press **Line Style**.
4. Select the properties of the line style, including its color and thickness.
5. Press **Fill Effects**.
6. Select the transparency of the line style.

NOTE
If you want to save the line style and fill effects for future use, press **Save Tool Settings**.

7. Create freehand objects by writing or drawing on the interactive screen.

Writing or Drawing Objects with Creative Pens

If you want to add colorful elements to your presentations, you can draw freehand objects using the **Creative Pe**n tool. The **Creative Pen** tool enables you to draw a line of rainbow colors, smiley faces, stars and more.



Some examples of SMART Notebook's creative pens

To create freehand objects with the Creative Pen tool

1. Press **Creative Pen**  , and then select an available line type.

   OR

   Select **Draw > Creative Pen**, and then select an available line type.

2. Create freehand objects by writing or drawing on the interactive screen.

   NOTE

   Although you can use the **Creative Pen** tool to write words, SMART Notebook isn't able to convert these words into typed text using the handwriting recognition feature.

   TIP

   If the available line types cover the area you want to write or draw on, press the X symbol to the right of the available line types.

Creating Shapes

You can use the **Shape** tool to create a variety of shapes, including geometric shapes, check marks, an X shape and more.

You can add a shape to your page, and then edit its properties. As an alternative, you can customize a shape's outline color, fill color, line thickness, line style and transparency, and then add it to your page.

NOTE
To remove a shape from a page, you must delete it. The **Eraser** tool doesn't remove shapes.

To add a shape to a page

1. Press **Shapes**  , and then select an available shape.

   OR

   Select **Draw > Shapes**, and then select an available shape.

2. Create a shape by pressing where you want to place the shape and dragging until the shape is the size you want.

   TIP
   - You can create perfect circles, squares, triangles and other shapes by pressing and holding SHIFT as you draw the shape.
   - If the available shapes cover the area you want to place the object in, press the X symbol to the right of the available shapes.

To customize a shape

1. Press **Shapes**  , and then select an available shape.

   OR

   Select **Draw > Shapes**, and then select an available shape.

2. If the Properties tab isn't visible, press **Properties**  .
3. Press **Line Style**.
4. Select the color, thickness and style for the shape's outline.
5. Press **Fill Effects**.
6. Select the transparency and fill effects for the shape.

   NOTE
   If you want to save this shape for future use, press **Save Tool Settings**.

7. Create a shape by pressing where you want to place the shape and dragging until the shape is the size you want.

Drawing Shapes

You can use the **Shape Recognition** tool to draw circles, ovals, squares, rectangles, triangles and arcs.

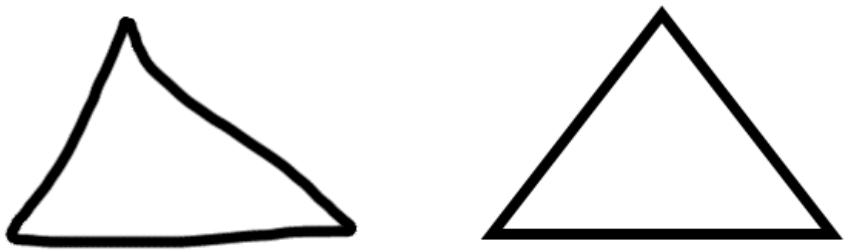
NOTE

To remove a shape from a page, you must delete it. The Eraser tool doesn't remove shapes.

To draw a shape with the Shape Recognition tool

1. Press **Shape Recognition**  .
2. Draw a shape on the interactive screen.

   If SMART Notebook recognizes your drawing as a circle, oval, square, rectangle, triangle or arc, it adds this shape to the page.



SMART Notebook recognizes the drawing as a triangle and replaces your drawing on the page with a triangle.

Drawing Straight Lines

You can use the **Line** tool to draw straight lines.

You can add a line to your page, and then edit its properties. As an alternative, you can customize the line, including its style, color and endings, and then add it to your page.

NOTE

To remove a straight line from a page, you must delete it. The **Eraser** tool doesn't remove straight lines.

To draw a line

1. Press **Line**  , and then select an available line style.

   OR

   Select **Draw > Line**, and then select an available line style.
2. Create a straight line by pressing where you want the line to start and drag to where you want the line to end.

NOTE
If the available line styles cover the area you want to create the line in, press the X symbol to the right of the available line types.

To customize a line

1. Press **Line**  , and then select an available line style.

   OR

   Select **Draw > Line**, and then select an available line style.

2. If the Properties tab isn't visible, press **Properties**  .
3. Press **Line Style**.
4. Select the color, thickness and style for the line.

   NOTE
   If you want to save this line style for future use, press **Save Tool Settings**.

5. Create a straight line by pressing where you want the line to start and drag to where you want the line to end.

Typing Text

You can type text in a page. You can customize the text, including its font style, size and color.

NOTE

- To remove text from a page, you must delete it. The **Eraser** tool doesn't remove text.
- You can also write on the interactive screen, and then convert your writing into typed text. For more information on converting handwriting, see the following section.

To type text

1. If a keyboard isn't accessible, open the SMART Keyboard.
2. Press **Text**  , and then select an available font style.

   OR

   Select **Draw > Text**, and then select an available font style.

   TIP
   If the available font styles cover the area you want to write in, press the X symbol to the right of the available font styles.

3. Press where you want the text to start.

   The Fonts toolbar and a text object appears.

4. Change the properties of the text, including its font style, size and color, using the Fonts toolbar.

   NOTE

   – You can also use the Fonts toolbar to control alignment, create subscripts and superscripts, create bulleted lists and add mathematical symbols.

   – You can also edit the formatting of the text using the options in the Properties tab.

5. Type your text.

6. After you finish typing, press outside of the text object.

Converting Handwriting to Typed Text

You can write on the interactive screen and convert your writing to typed text. SMART Notebook converts handwriting in English, French, German, Spanish, Italian, Portuguese, Dutch, Chinese, Japanese and Korean.

NOTE

- If you're using the Windows 2000, Windows XP or Windows Vista Home operating system, you must download Microsoft® Tablet PC Recognizer to convert handwriting in Simplified Chinese, Traditional Chinese, Korean or Japanese.
- Although you can use the **Creative Pen** tool to write words, SMART Notebook isn't able to convert these words into typed text.

To convert handwriting to typed text

1. Write your text on the interactive screen.

   NOTE

   Write tidy, printed characters on a horizontal line. Although SMART Notebook can convert slanted or cursive writing, it doesn't always do so consistently.

2. Select your text.

   SMART Notebook's handwriting recognition feature compares your written word with its dictionary and identifies words that most resemble what you've written.

3. Press the text object's menu arrow.

   A menu appears and displays the list of matching words, each preceded by **Recognize**.

4. If you want SMART Notebook to identify words in a different language, select **Recognize As**, and then select another language in the list. SMART Notebook updates the list of matching words to include words in the selected language.

   NOTE
   If you change the handwriting recognition language, you do not change the default language of the SMART Notebook interface or your operating system.

5. Select a word in the list of matching words.

   The selected word appears on the page.

Inserting Mathematical Symbols

When you type text on a page, the Fonts toolbar appears. Using this toolbar, you can insert a variety of mathematical and scientific symbols into a page.

NOTE
The mathematical symbols are characters only. They don't perform mathematical operations.

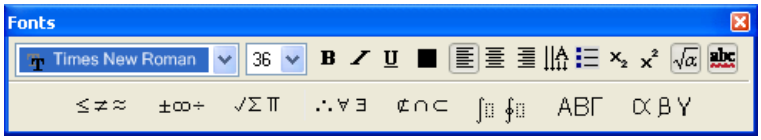
To insert a mathematical symbol

1. Type text on a page.

   The Fonts toolbar appears.



2. Press the **Mathematical Symbol** icon  in the **Fonts** toolbar.
3. The toolbar expands to display 23 symbols. Each group of two or three symbols represents a symbol category.



4. Press a category.

   A list of symbols appears.

5. Press the symbol you want to add to the text.

   The symbol appears in the text object.

Inserting Graphics Files

You can insert a graphics file into a page. SMART Notebook supports .bmp, .jpg, .png, .tiff and .wmf formats.

To insert a graphics file

1. Select **Insert > Picture File**.

   The *Insert Picture File* dialog box appears.

2. Browse to, and select, the picture you want to insert, and then press **Open**.

   TIP
   To select more than one picture, press and hold CTRL, and then press each file name.

   The picture appears in the upper left corner of the page. If you insert more than one picture, the pictures cascade on a single page.

   TIP
   If you want to use the picture in other pages, add it to the Gallery. You can insert a graphics file from the Gallery on any page. For more information on adding graphics to the Gallery, see page 83.

Inserting Scanned Pictures

If a scanner is connected to your computer, you can scan pictures onto a page.

NOTE
You must install your scanner's driver and software on your computer before scanning into SMART Notebook software.

To insert a picture from a scanner

1. Select **Insert > Picture from Scanner**.

   The *Insert Scanned Picture* dialog box appears.

2. Select a scanner from the list.

3. Press **Scan**.

4. Scan your picture. Follow the instructions included with your scanner.

Inserting Images from SMART Document Camera

You can insert images from SMART Document Camera into a page.

To insert an image from a SMART Document Camera

1. Select **Insert > Picture From SMART Document Camera**.

   The *SMART Document Camera* window appears on the page.

2. To change the image magnification, press the plus or minus buttons to the right of the magnification symbol  .

3. To change the image focus, press the plus or minus buttons to the right of the focus symbol  .

   NOTE
   As an alternative, press **AF** to automatically focus the image.

4. To change the image brightness, press the plus or minus buttons to the right of the brightness symbol  .

5. Press **Capture to this page** to insert the image on the current page.

   OR

   Press **Capture to new page** to insert the image on a new page.

Inserting Adobe Flash Files

You can insert Adobe® Flash® files into a page.

NOTE
The Gallery contains a selection of Flash .swf files, and many sources of Flash content are available online.

After you insert a Flash file on your page, you can interact with it in the same way that you would in a Web browser.

During a presentation, you can use a Flash object's menu arrow to control its playback.

NOTE

- Flash files on a page must be self-extracting. Flash files that load or rely on other .swf files do not work.
- Unlike pictures, you can't drag Flash content from a Web browser and drop it on a page.
- If the Flash player isn't installed on your computer, SMART Notebook notifies you when you add a Flash item to a page.
- If you install the Flash player by visiting www.adobe.com, you must use the Internet Explorer browser to install it. If you use another browser, Flash content doesn't work in SMART Notebook.

To insert a Flash file from a .swf file

1. Select **Insert > Flash File**.

   The *Insert Flash File* dialog box appears.

2. Browse to, and select, the Flash .swf file that you want to insert on the page.
3. Press **Open**.

   The Flash content appears in the upper left corner of the page.

   NOTE

   As an alternative, you can insert a Flash file from the Gallery. Each Flash file appears in the Gallery as either a Flash icon or a thumbnail of the content with a Flash icon in the upper left corner.

Inserting Flash Video Files

You can attach Flash video files to any object on a page.

To attach a Flash video file to an object

1. Select an object.
2. Press **Insert > Flash Video File**.

   The *Insert Video File* dialog box appears.

3. Browse to, and select, the video file that you want to insert on the page.
4. Press **Open**.

   NOTE

   – As an alternative, you can insert a Flash video file from the Gallery.

   – SMART Notebook supports the .flv video format.

Inserting SMART Response or Senteo Questions

The SMART Response (formerly Senteo) interactive response system is an assessment tool designed to enhance learning. It enables you to pose questions to your students, collect the results and enables your students to respond. You can create a SMART Response software question set using SMART Notebook.

NOTE
Although you can create question sets using standard SMART Notebook software, you must install SMART Response software on your computer to run a question set.

To insert a SMART Response title page

1. Create a new page or display an existing blank page.
2. Select **Insert > SMART Response Title Page**.

   A SMART Response title page appears.
3. Press **Click here to add a title**, and then type a new title.

   NOTE
   If a keyboard isn't easily accessible, type the title using the SMART Keyboard.

To insert SMART Response questions

1. Select **Insert > SMART Response Question**.

   The *Insert Question* dialog box appears.
2. Select the type of question you want to insert.
3. Press **Next**.
4. Type your question.

   NOTE
   If a keyboard isn't easily accessible, type the question using the SMART Keyboard.
5. Press **Next**.
6. If the question's type is **Yes or No** or **True or False**, select the correct answer.

   OR

   If the question's type is **Multiple choice**, select the number of choices from the list, type the correct and incorrect answers, press **Next**, and then select the correct answer.

   OR

   If the question's is **Number, fraction, decimal**, type the correct answer.

NOTE
The answer must be an integer, decimal or fraction.

OR

If the question's type is **Multiple answer**, select the number of choices from the list, type the correct and incorrect answers, press **Next**, and then select each correct answer.

7. If you want notes to appear when you print results, type these in the **Notes** box.
8. If you want to create another question, press **Insert Another**, and then repeat steps 2 through 6.

   OR

   If you don't want to create another question, press **Finish**.

Adding a Link to an Object

You can link any object on a page to a Web page, another page in the file, a file on your computer, or an attachment. An attachment is a copy of a file, a shortcut to a file or a link to a Web page that you add to the Attachments tab.

To add a link to an object

1. Select the object.
2. Select **Insert > Link**.

   NOTE
   You can also select this option by pressing the object's menu arrow, and then selecting **Link**.

   The *Insert Link* dialog box appears.
3. To add a Web page link, press **Web Page**, and then type the Web address in the **Address** box.

   OR

   To add a link to another page in the file, press **Page in this File**, and then select an option in the **Select a page** area.

   OR

   To add a link to a file on your computer, press **File on this Computer**, and then type the file's location and name in the **File** box. Select **Copy of file** to attach a copy to your .notebook file or select **Shortcut to file** to insert a shortcut on the page.

   OR

To add a link to an attachment, press **Current Attachments**, and then select the attachment in the list.

4. If you want to open the link by pressing an icon, select **Corner Icon**.

   OR

   If you want to open the link by pressing anywhere in the object, select **Object**.

5. Press **OK**.

   If you selected **Corner Icon**, one of the following icons appears in the lower left corner of the object:

   –  A link to a Web page

   –  A link to another page in the file

   –  A link to a file on your computer

To remove a link from an object

1. Select the object.
2. Select **Insert > Link**.

   NOTE
   You can also select this option by pressing the object's menu arrow, and then selecting **Link**.

   The *Insert Link* dialog box appears.

3. Press **Remove Link**.

Adding a Sound File to an Object

You can attach a sound file to any object on the current page. You can play the sound file during the lesson by pressing an icon in the corner of the object or the object itself.

To add a sound file to an object

1. Select the object.
2. Select **Insert > Sound**.

   NOTE
   You can also select this option by pressing the object's menu arrow, and then selecting **Sound**.

   The *Insert Sound* dialog box appears.

3. Press **Browse**.

   The *Insert File* dialog box appears.

4. Browse to, and select, the sound file, and then press **Open**.
5. Select **Corner Icon** if you want to play the sound file when you press an icon in the object's lower left corner.

   OR

   Select **Object** if you want to play the sound file when you press anywhere on the object.
6. Press **OK**.

NOTE
SMART Notebook supports the .mp3 audio format.

To remove a sound file from an object

1. Select the object.
2. Select **Insert > Sound**.

NOTE
You can also select this option by pressing the object's menu arrow, and then selecting **Sound**.

The *Insert Sound* dialog box appears.

3. Press **Remove Sound**.

Animating Objects

You can animate an object to fly onto a page from the side, spin, fade in, shrink and more. You can set the animation to start when you open a page or when you press the object.

To animate an object

1. Select the object.
2. If the Properties tab isn't visible, press **Properties**  .
3. Press **Object Animation**.
4. Select options in the **Type**, **Direction**, **Speed**, **Occurs** and **Repeats** lists.

Undoing and Redoing Changes

When you create, edit or manipulate objects on a page, you can reverse the effects of your previous actions and commands.

To reverse the effect of the last action

Press **Undo**  .

OR

Select **Edit > Undo**.

NOTE

- You can undo an unlimited number of actions.
- You can undo actions on the current page only.

To reinstate the last action reversed with the Undo command

Press **Redo**  .

OR

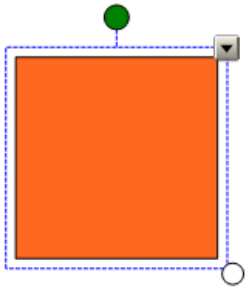
Select **Edit > Redo**.

NOTE

You can redo actions on the current page only.

Chapter 6
Selecting Objects

Before you can manipulate or edit an object, you must select it. You can select an individual object, multiple objects or all objects on a page. When you select an object, a selection rectangle appears around it.



The white circle in the object's lower right corner is a resize handle.

The green circle above the object is a rotation handle.

The downward arrow in the object's top right corner is a menu arrow.

To select an object

1. Press **Select**  .

   OR

   Select **Draw > Select**.

2. Press the object you want to select.

   A selection rectangle appears around the object.

   NOTE
   If you press an object and a lock symbol appears instead of the menu arrow, the object is locked. Depending on the type of lock, you may have to unlock the object before you can manipulate it.

To select multiple objects

1. Press **Select**  .

   OR

   Select **Draw > Select**.

2. Press the interactive screen and drag until a rectangle surrounds the objects you want to select.

   OR

   Press and hold CTRL, and then press the objects you want to select.

   A selection rectangle encloses the selected objects.

   NOTE
   If you draw a rectangle around multiple objects and some of the objects are locked, you select only the unlocked objects.

To select all objects on a page

Select **Edit > Select All**.

A selection rectangle encloses all objects on the page.

NOTE

- You can also select all of the objects on a page by pressing CTRL+A.
- If some of the objects are locked, you select only the unlocked objects.

To select all locked objects on the page

Select **Edit > Select All Locked Notes**.

A selection rectangle encloses all locked objects on the page.

Chapter 7
Manipulating Objects

You can manipulate objects in a variety of ways. You can:

- Group or ungroup objects.
- Lock an object in place.
- Move objects on the same page.
- Move objects to another page.
- Align objects.
- Resize objects.
- Rotate objects.
- Flip objects.
- Rearrange stacked objects.

Grouping Objects

You can create a group of objects, which lets you interact with all grouped items at the same time. After you create a group, you can select, move, rotate, resize or flip the group as if it were an individual object. However, if you want to interact with an individual object in a group, you must ungroup the objects first.

To group objects

1. Select the objects.
2. Select **Draw > Group**.

> **NOTE**
> You can also select this command by pressing the menu arrow of any one of the selected objects, and then selecting **Grouping > Group**.

To ungroup objects

1. Select the group.
2. Select **Draw > Ungroup**.

NOTE
You can also select this command by pressing the group's menu arrow, and then selecting **Grouping > Ungroup**.

Automatic Grouping
When you draw or write on an interactive screen, SMART Notebook automatically groups the objects you create in close proximity, enabling you to interact with these objects as a single object. For example, if you write the letters of a word, SMART Notebook groups the individual letters into a single object, allowing you to interact with the whole word.

If SMART Notebook groups objects that you want to manipulate individually, ungroup the objects, as described above.

TIP
If you want to write words on the same line but don't want SMART Notebook to group them automatically, leave a large gap between them, use different pens or put the pen back in the pen tray briefly before writing another word.

Locking an Object in Place

You can lock an object to prevent its modification, movement or rotation. You can remove this lock at any time. As an alternative to locking an object completely, you can lock an object to prevent its modification but allow its movement and rotation.

To lock an object in place

1. Select the object or objects.
2. Select **Format > Locking > Lock in Place**.

NOTE
You can also select this command by pressing the object's menu arrow, and then selecting **Locking > Lock in Place**.

You're unable to move, rotate or modify the object until you unlock it.

NOTE

If you press a locked object, a lock icon  appears instead of the object's menu arrow.

To lock an object but allow its movement

1. Select the object or objects.
2. Select **Format > Locking > Allow Move**.

NOTE

You can also select this command by pressing the object's menu arrow, and then selecting **Locking > Allow Move**.

You can move the object but you're unable to rotate or modify it until you unlock it.

NOTE

If you press a locked object, a lock icon appears instead of the object's menu arrow.

To lock an object but allow its movement and rotation

1. Select the object or objects.
2. Select **Format > Locking > Allow Move and Rotate**.

NOTE

You can also select this command by pressing the object's menu arrow, and then selecting **Locking > Allow Move and Rotate**.

You can move and rotate the object but you're unable to modify it until you unlock it.

NOTE

If you press the locked object, a rotation handle appears, but a lock icon appears instead of the object's menu arrow.

To unlock an object

1. Select the object.
2. Select **Format > Locking > Unlock**.

NOTE

You can also select this command by pressing the object's lock icon, and then selecting **Unlock**.

Moving Objects

You can move objects to another position on the page.

To move an object

1. Select the object or objects.
2. Drag the object or objects to a new position on the page.

NOTE
You're unable to move an object if it's locked in place.

TIP
You can manipulate multiple objects by selecting them, and then creating a group.

You can also move an object in small increments by pressing the arrow keys on your keyboard.

To move a Flash object

1. Press the colored bar at the top of the Flash object.
2. Drag the Flash object to its new position.

Moving Objects to Another Page

You can move objects to another page within a file.

To move objects to another page

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. If you don't see the page that you want to move the object to, scroll within the Page Sorter until you see the page's thumbnail.
3. Select the object or objects you want to move.
4. Drag the object or objects into the Page Sorter and over the top of the thumbnail of the page you want to move the objects to.
5. Lift your finger, pen or tethered pen.

To move a Flash object

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. If you don't see the page that you want to move the object to, scroll within the Page Sorter until you see the page's thumbnail.
3. Press the colored bar at the top of the Flash object.
4. Drag the Flash object into the Page Sorter and over the top of the thumbnail of the page you want to move the objects to.
5. Lift your finger, pen or tethered pen.

Aligning Objects

You can move objects to another location on a page. If you want, you can display guidelines on a page to assist you in aligning objects with other objects, as well as the page's vertical and horizontal centers. You can also set objects to align automatically with these guidelines when you move the objects on a page.

To display guidelines

1. Select **Format > Alignment**.

   The *Alignment Guides* dialog box appears.

2. To display a guideline when you move an object into alignment with another object, select **Show guides for active objects**.

   NOTE
   To hide this guideline, clear the **Show guides for active objects** check box.

3. To display a guideline when you move an object into alignment with the page's vertical center, select **Show vertical page center guide**.

   NOTE
   To hide this guideline, clear the **Show vertical page center guide** check box.

4. To display a guideline when you move an object into alignment with the page's horizontal center, select **Show horizontal page center guide**.

   NOTE
   To hide this guideline, clear the **Show horizontal page center guide** check box.

5. To automatically align objects to guidelines when you move the objects on a page, select **Snap objects to guides**.

   NOTE
   To disable this option, clear the **Snap objects to guides** check box.

6. If you want to change the color of the guidelines, press the colored bar to the left of **Guide Color**, and then select a color.

7. Press **OK**.

Resizing Objects

You can resize objects on a page.

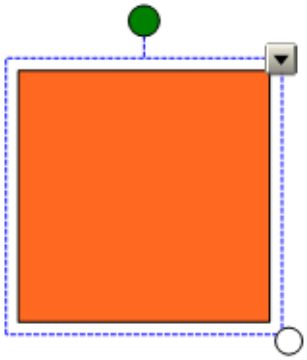
NOTE

- If you want to resize multiple objects at the same time, you must group them first.
- You're unable to resize an object if it's locked in place.

To resize an object

1. Select the object.

   A selection rectangle appears around the object.



2. Press the object's resize handle (the white circle), and then drag it to increase or reduce the object's size.

   TIP

   To keep the shape's original height-to-width ratio, press and hold SHIFT while you drag the resize handle.

To resize multiple objects

1. Group the objects together, and then select the group.

   A selection rectangle appears around the group.

2. Press the resize handle in the lower right corner of the selection rectangle.
3. Drag the resize handle to increase or reduce the size of the objects.

Rotating Objects

You can rotate objects on a page.

NOTE

You're unable to rotate an object if it's locked in place.

You're unable to rotate tables.

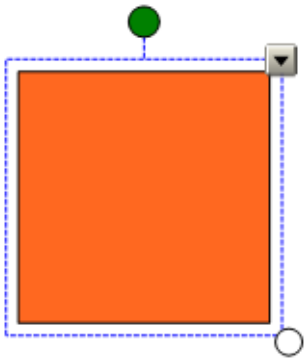
TIP

You don't need to rotate vertical and angled text objects before you edit them. When you double-press a text object, it automatically rotates to a horizontal position. When you finish editing the text and you press outside of the text object, the text reverts to its original angle.

To rotate an object

1. Select the object.

   A selection rectangle appears around the object.



2. Press the object's rotation handle (the green circle), and then drag it in the direction you want to rotate the object.

To rotate multiple objects

1. Select the objects.

   A selection rectangle appears around the objects.

2. Press the rotation handle (the green circle) on any one of the selected objects, and then drag it in the direction you want to rotate the object. When you rotate one object, all other selected objects rotate automatically.

Flipping Objects

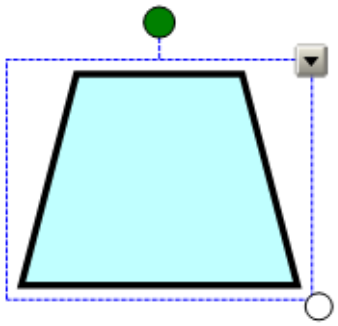
You can flip an object on a page.

NOTE
You're unable to flip an object if it's locked in place.

To flip an object

1. Select the object.

   A selection rectangle appears around the objects.



2. Select **Draw > Flip > Up/Down** or **Draw > Flip > Left/Right**.

   NOTE
   You can also select these commands by pressing the object's menu arrow, and then selecting **Flip > Up/Down** or **Flip > Left\Right**.

To flip multiple objects

1. Select the objects.

   A selection rectangle appears around the objects.

2. Select **Draw > Flip > Up/Down** or **Draw > Flip > Left\Right**.

Rearranging Stacked Objects

If objects overlap on a page, you can rearrange the order of the stack (that is, you can control which objects appear in front of others).

To move an object to the front of the stack

1. Select the object.
2. Select **Draw > Order > Bring to Front**.

NOTE
You can also select this command by pressing the object's menu arrow, and then selecting **Order > Bring to Front**.

To move an object to the back of the stack

1. Select the object.
2. Select **Draw > Order > Send to Back**.

NOTE
You can also select this command by pressing the object's menu arrow, and then selecting **Order > Send to Back**.

To move an object one place forward in the stack

1. Select the object.
2. Select **Draw > Order > Bring Forward**.

NOTE
You can also select this command by pressing the object's menu arrow, and then selecting **Order > Bring Forward**.

To move an object one place backward in the stack

1. Select the object.
2. Select **Draw > Order > Send Backward**.

NOTE
You can also select this command by pressing the object's menu arrow, and then selecting **Order > Send Backward**.

Chapter 8
Editing and Erasing Objects

You can select objects on your page and then edit them in a variety of ways. You can:

- Cut and paste objects.
- Copy and paste objects.
- Clone objects.
- Change an object's properties.
- Apply properties to an object.

If the object is an imported or scanned image, you can also create transparent areas in the image.

If the object is text, you can also:

- Edit the text.
- Check the spelling.

If you want to remove an object from the page, you can:

- Erase an object.
- Delete an object.
- Clear all objects.

Cutting and Pasting Objects

You can cut and paste objects, including text, images, lines and shapes within a .notebook file.

To cut and paste objects

1. Select the object you want to cut.
2. Select **Edit > Cut**.

> **NOTE**
> You can also cut an object by pressing the object's menu arrow, and then selecting **Cut**.

3. If you want to paste the object onto a different page, display that page.
4. Press **Paste**  .

   OR

   Select **Edit > Paste**.

Copying and Pasting Objects

You can copy and paste objects, including text, images, lines and shapes within a .notebook file.

To copy and paste objects

1. Select the object you'd like to copy.
2. Select **Edit > Copy**.

   NOTE
   You can also copy an object by pressing the object's menu arrow and selecting **Copy**.
3. If you want to paste the item onto a different page, display that page.
4. Press **Paste**  .

   OR

   Select **Edit > Paste**.

Cloning Objects

You can create a duplicate of an existing object by using the **Clone** command, or you can create multiple copies of an object using the **Infinite Cloner** command.

To clone an object

1. Select the object you want to clone.
2. Select **Edit > Clone**.

   NOTE
   You can also clone an object by pressing the object's menu arrow, and then selecting **Clone**.

   A duplicate object appears on the page. There's no limit to the number of times you can clone an object.

To clone an object using the Infinite Cloner

1. Select the object you want to clone.
2. Select **Format > Infinite Cloner**.

   NOTE
   You can also select this command by pressing the object's menu arrow, and then selecting **Infinite Cloner**.
3. Select the object.

   An infinity symbol appears instead of the object's menu arrow.
4. Drag the object to another position on the page.
5. Repeat step 4 as many times as you want.
6. When you finish cloning the object, select the original object.
7. Press the infinity symbol and select **Infinite Cloner**.

   OR

   Select **Format > Infinite Cloner**.

Changing Object Properties

You can select an object on the page and change its properties. The properties you can change depend on the object you select.

NOTE

- The Properties tab displays options for the selected object only.
- Some of the following fill effects are not available for some object types.

You can select several objects and change their properties at the same time.

To change an object's properties

1. Select the object.
2. If the Properties tab isn't visible, press **Properties**  .
3. Press **Fill Effects**.
4. To change the object's transparency, move the slider.
5. To change the object's fill to a solid color:

   a. Select **Solid Fill**.

   b. Select a color in the palette.

TIP

You can also change an object's fill to a color that already appears on the page. Select the object, select the Eyedropper tool  , and then select the color on the page you want your object to match.

6. To change an object's fill to a gradient of two colors:
   a. Select **Gradient Fill**.
   b. Select a color in each color palette.
   c. Select an option in the **Style** list.
7. To change an object's fill to a pattern:
   a. Select **Pattern Fill**.
   b. Select a pattern.
   c. Press **Foreground Color**, select a color in the palette, and then press **OK**.
   d. Press **Background Color**, select a color in the palette, and then press **OK**.
8. To change an object's fill to an image:
   a. Select **Image Fill**.
   b. Press **Browse**.

      The *Insert Image File* dialog box appears.
   c. Browse to, and select, the image you want to use as a background, and then click **Open**.
9. To change an object's line style:
   a. Press **Line Style**.
   b. Select a color, thickness and style for the line.
10. To change an object's animation:
    a. Press **Object Animation**.
    b. Select options in the **Type**, **Direction**, **Speed**, **Occurs** and **Repeats** lists.

Applying Object Properties

As an alternative to selecting an object on the page and changing its properties, you can define a fill effect, and then apply it to the object.

To apply properties to an object

1. If the Properties tab isn't visible, press **Properties**  .
2. Press **Fill Effects**.
3. Press **Fill**  .
4. To define a solid color fill:
   a. Select **Solid Fill**.
   b. Select a color in the palette.

   TIP
   You can also select a color that already appears on the page. Select the Eyedropper tool  , and then select the color on the page you want your object to match.
5. To define a two-color gradient fill:
   a. Select **Gradient Fill**.
   b. Select a color in each palette.
   c. Select an option in the **Style** list.
6. To define a pattern fill:
   a. Select **Pattern Fill**.
   b. Select a pattern.
   c. Press **Foreground Color**, select a color in the palette, and then press **OK**.
   d. Press **Background Color**, select a color in the palette, and then press **OK**.
7. To define an image as a fill:
   a. Select **Image Fill**.
   b. Press **Browse**.

      The *Insert Image File* dialog box appears.
   c. Browse to, and select, the image you want to define as a background, and then press **Open**.
8. To apply the fill to an object, press the object.
9. Repeat step 8 as many times as you want.

Creating Transparent Areas in a Graphic

If you insert a graphics file on a page, you can create transparent areas within the graphic. This is useful for removing an image's background, but you can make any color in a graphic transparent.

To create a transparent area in a graphic

1. Select the graphic.
2. Select **Format > Set Picture Transparency**.

   NOTE
   You can also select this option by pressing the object's menu arrow, and then selecting **Set Picture Transparency**.

   The *Picture Transparency* dialog box appears.
3. Press an area in the graphic to make that area transparent.

   NOTE
   Pressing an area makes only that area transparent, even if the graphic includes that same color in other areas.
4. Press **OK**.

Editing Text

You can edit or change the formatting of previously created text objects.

TIP
You don't need to rotate vertical and angled text objects before you edit them. When you double-press a text object, it automatically rotates to a horizontal position. When you finish editing the text and you press outside of the text object, the text reverts to its original angle.

To edit text

1. Double-press the text object that you want to edit.

   The **Fonts** toolbar appears.
2. If you want to change the text, type the new text.

   NOTE
   If a keyboard isn't accessible, type the new text using the SMART Keyboard.

   TIP
   – You can drag over text to select it, just as you would in a word processing program.
   – If you want to change the formatting, including font style, size and color, use the options in the **Fonts** toolbar.

NOTE

- You can also use the **Fonts** toolbar to control alignment, create subscripts and superscripts, create bulleted lists and add mathematical symbols.
- You can also change formatting using the options in the Properties tab.

3. After you finish typing, press outside of the text object.

Checking the Spelling of Text Objects

If you type text on a page, you can check its spelling.

To check spelling

1. Select the object.
2. Press the object's menu arrow, and then select **Check Spelling**.
3. If SMART Notebook finds a misspelled word, the *Spelling Check* dialog box appears. This dialog box displays the misspelled word and suggests alternatives.
   - To keep the word's current spelling, press **Ignore Once**.
   - To replace the word with an alternative in the **Suggestions** list, select an alternative word, and then press **Change**.

   A dialog box appears asking if you want to check the spelling in the remainder of the file.
4. To check the remainder of the file, press **Yes**.

   OR

   To close the *Spelling Check* dialog box without checking the remainder of the file, press **No**.

Erasing

You can erase digital ink from the interactive screen using the eraser (on interactive whiteboards) or the **Eraser** pen tool button (on interactive pen displays). However, if you're erasing from a page from a .notebook file, you can also erase objects using the **Eraser** toolbar button.

NOTE

- You're not able to erase some types of objects, including typed text, shapes, straight lines and imported graphics. To remove these types of objects, you must delete them.
- You can remove all objects on a page by clearing the page.

To erase digital ink from a page

1. Press **Eraser**  , and then select an available eraser type.

   OR

   Select **Draw > Eraser**, and then select an available eraser type.

2. Erase digital ink from the interactive screen using your finger or the eraser (interactive whiteboards), or the tethered pen (interactive pen displays).

   TIP
   If the available eraser types cover the digital ink you want to erase, press the X symbol to the right of the available eraser types.

Deleting Objects

You can erase digital ink from the interactive screen. However, you're unable to erase some types of objects, including typed text, shapes, straight lines and imported graphics. To remove these types of objects from a page, you must delete them.

NOTE
You're unable to delete locked objects. To delete a locked object from a page, you must first unlock it.

To delete an object from a page

1. Select the object.

   NOTE
   Make sure you select the object you want to delete before you complete the next step. SMART Notebook deletes the object without confirmation.

2. Select **Edit > Delete**.

   NOTE
   You can also select this option by pressing the object's menu arrow, and then selecting **Delete**.

Clearing a Page

You can erase digital ink and delete objects from the interactive screen. However, you can also remove all objects from a page simultaneously.

NOTE

You're not able to clear locked objects. To clear all objects from a page, you must first unlock all locked objects.

To clear a page using the Edit menu

1. If you haven't done so already, display the page you want to clear.

   NOTE

   Make sure you display the page you want to clear before you complete the next step. SMART Notebook clears the page without confirmation.

2. Select **Edit > Clear Page**.

To clear a page using the Page Sorter

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. Select the thumbnail of the page you want to clear.

   NOTE

   Make sure you select the thumbnail of the page you want to clear before you complete the next step. SMART Notebook clears the page without confirmation.

3. Press the thumbnail's menu arrow, and then select **Clear Page**.

Chapter 9
Creating and Using Tables

You can add tables to your page. After you create a table, you can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphics files.

If you want to customize a table, you can select a table, column, row, cell or selection of cells, and then you can:

- Move the table.
- Change line type, fill and text properties.
- Resize the table, a column or a row.
- Insert or remove columns, rows or cells.
- Split or merge cells.
- Add or remove a cell shade.

You can also delete the tables that you don't want.

To insert a table

1. Press **Table**  .

   OR

   Select **Insert > Table**.

   A grid appears.

2. Move the pointer over the grid to select the number of columns and rows that you want in the table. The cells of the grid correspond to the cells of your table.

   The table appears on the page.

To draw a table

1. Press **Pen**  , and then select an available line type.

   OR

   Select **Draw > Pen**, and then select an available line type.

   NOTE
   Don't select a highlighter line style.

2. Draw a table on the interactive screen.

   TIP
   Make the lines of the table as straight as possible and connect its corners.

3. Press **Select**  .

   OR

   Select **Draw > Select**.

4. Press the interactive screen, and then drag until a rectangle surrounds the lines of your drawing.

   A selection rectangle appears around the selected objects.

5. Press the menu arrow, and then select **Recognize Table**.

6. If SMART Notebook recognizes your drawing as a table, it removes your drawing and adds a table to the page.

Adding Objects to Tables

After you insert a table on a page, you can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphic files.

NOTE
You can add only one object to each cell. If you want to add multiple objects to a cell, you must group the objects before inserting them into the table.

To add an object to a table

1. Select the object.
2. Drag the object to the table cell.

   NOTE
   You're unable to move an object if it's locked in place.

   The object appears in the table cell.

   NOTE
   - If you add a text object to a table, the cell resizes to fit to the text object. If you add other object types to the table, the object resizes to fit the cell.
   - If you add a flash object to a table, you can control the object by right-clicking on the Flash object, and then selecting **Flash > Play** and **Flash > Rewind**.

To remove an object from a table

1. Select the object.
2. Drag the object out of the table.

To paste a table from other programs

You can cut or copy a table from Microsoft Word software, and then paste it into a .notebook file as a table. If you want to cut or copy more than one table from Microsoft Word software, you must cut or copy each table individually.

NOTE
You can also cut or copy a table from a .notebook file, and then paste it into Microsoft Word software. However, the table's formatting and layout may vary when it appears in the Word document.

You can cut or copy a table from Microsoft PowerPoint® software, and then paste it into a .notebook file as an image. You're unable to paste it as a table object, or edit or manipulate the contents of the cells after the table appears on the page.

NOTE
You can also cut or copy a table from a .notebook file, and then paste it into Microsoft PowerPoint software. However, if the cell's contents are not text objects, these objects appear in Microsoft PowerPoint software as separate objects to the table. You're unable to include non-text objects in table cells in Microsoft PowerPoint software.

Selecting Tables, Columns, Rows or Cells

You can select a table, column, row, cell or selection of cells.

To select a table

1. Press **Select**  .

   OR

   Select **Draw > Select**.

2. Press outside, but near to, a corner of the table, and then drag a rectangle to the opposite corner.

   NOTE
   Don't start dragging from inside the table. If you do, you select the table's cells instead of the table.

To select a column

1. Press **Select**  .

   OR

   Select **Draw > Select**.

2. Press inside the column's top cell, and then drag to the bottom cell.

To select a row

1. Press **Select**  .

   OR

   Select **Draw > Select**.

2. Press inside the row's left-most cell, and then drag to the right-most cell.

To select a cell

1. Press **Select**  .

   OR

   Select **Draw > Select**.

2. Press inside, but near to, a corner of the cell, and then drag to the opposite corner.

To select multiple cells

1. Press **Select**  .

   OR

   Select **Draw > Select**.

2. Press inside the top and left-most cell, and then drag to the bottom and right-most cell.

   NOTE
   If you select multiple cells and drag them to a different position on the page, you remove the contents of the selected cells in the original table and create a new table consisting of the selected cells and their contents.

Moving Tables

After you create a table, you can move it on the page.

To move a table

Select the table, press the square in the table's upper left corner, and then drag the table to a different position on the page.

OR

Select all the table's cells, and then drag the cells to a different position on the page.

Changing a Table's Properties

You can add tables to your page and insert objects into the table's cells. You can use the Properties tab to change the table's properties, including its transparency, cell color, line color and more.

To change the properties of a table, column, row, cell or multiple cells

1. Select a table, column, row, cell or selection of cells.
2. If the Properties tab isn't visible, press **Properties**  .
3. Press **Fill Effects**.
4. To change the transparency, press and drag the slider.
5. To change the fill to a solid color:
   a. Select **Solid Fill**.
   b. Select a color in the palette.

   TIP
   You can also define the fill as a color that already appears on the page. Select the Eyedropper tool  , and then select the color on the page you want the fill to match.
6. To change the fill to a gradient of two colors:
   a. Select **Gradient Fill**.
   b. Select a color in each palette.
   c. Select an option in the **Style** list.
7. To change the fill to a pattern:
   a. Select **Pattern Fill**.
   b. Select a pattern.
   c. Press **Foreground Color**, select a color in the palette, and then press **OK**.
   d. Press **Background Color**, select a color in the palette, and then press **OK**.
8. To change the fill to an image:
   a. Select **Image Fill**.
   b. Press **Browse**.

      The *Insert Image File* dialog box appears.
   c. Browse to, and select, the image you want to use as a background, and then click **Open**.

9. To change the line style:
    a. Press **Line Style**.
    b. Select the color, thickness and style for the line.
10. To change the text style:
    a. Press **Text Style**.
    b. Select the font type, style and size.

Resizing Tables, Columns or Rows

You can add tables to your page and insert objects into the table's cells. If you want to customize a table, you can resize the table, a column or a row.

To resize a table

1. Select the table.
2. Press the table's resize handle (the white circle), and then drag it to increase or reduce the size of the table.

To resize a column

1. Press **Select**  .

   OR

   Select **Draw > Select**.
2. Press the vertical border to the right of the column.

   A resize pointer appears.
3. Drag the vertical border to resize the column.

To resize a row

1. Press **Select**  .

   OR

   Select **Draw > Select**.
2. Press the horizontal border below the row.

   A resize pointer appears.
3. Drag the horizontal border to resize the row.

Adding or Removing Columns, Rows or Cells

You can add tables to your page and insert objects into the table's cells. If you want to customize a table, you can add columns or rows.

To add a column

1. Select a column.
2. Right-click in the column, and then select **Insert Column**.

   A new column appears to the right of the current column.

To remove a column

1. Select the column.
2. Right-click in the column, and then select **Delete Column**.

To add a row

1. Select a row.
2. Right-click in the row, and then select **Insert Row**.

   A new row appears below the current row.

To remove a row

1. Select the row.
2. Right-click in the row, and then select **Delete Row**.

To remove a cell

1. Select the cell.
2. Right-click in the cell, and then select **Delete Cells**.

NOTE
You're unable to remove a cell if it provides the only connection between two halves of a table.

Splitting or Merging Table Cells

You can add tables to your page and insert objects into the table's cells. If you want to customize a table, you can split or merge cells.

To split a cell

1. Select the cell.
2. Right-click the cell, and then select **Split**.
3. Select an option to split the cell into multiple rows and/or columns.

NOTE
If you split a cell that contains content, the content appears in the top-left cell after the split.

To merge cells

1. Select the cells.
2. Right-click the cells, and then select **Merge Cells**.

Adding or Removing Cell Shades

If you want to customize a table, you can add a cell shade to a table cell. This enables you to reveal the information in the cells slowly during the presentation.

NOTE
If you want to change the table's properties, resize the table, a column or a row, insert columns or rows, remove columns, rows or cells and split or merge cells, you must remove the cell shade first.

To add a shade to a table

1. Select the table.
2. Press the table's menu arrow, and then select **Add Table Shade**.

To remove a shade from a table

1. Select the table.
2. Press the table's menu arrow, and then select **Remove Table Shade**.

To add a shade to a cell or multiple cells

1. Select the cell or multiple cells.
2. Right-click the cell or cells, and then select **Add Cell Shade**.

To remove a shade from a cell

Press the cell shade.

Removing Tables

You can remove tables from a page.

NOTE
You can remove all objects on a page, including tables, by clearing the page.

To remove a table from a page

1. Select the table.
2. Select **Edit > Delete**.

   NOTE
   You can also select this option by pressing the table's menu arrow, and then selecting **Delete**.

Chapter 10
The Page Sorter

The Page Sorter provides an overview of the current file. The Page Sorter displays all of the pages as thumbnails and automatically updates these thumbnails as you change the contents of the pages. You can open the Page Sorter at any time or hide it to provide additional whiteboard space.

You can use the Page Sorter to do many operations previously detailed in this guide:

- Display a page (page 21).
- Add a new page (page 22).
- Clone an existing page (page 22).
- Clear a page (page 65).
- Delete a page (page 23).
- Rename a page (page 26).
- Rearrange the page order (page 27).
- Move objects to another page (page 50).

You can also use the Page Sorter to create or display a group of pages.

Opening and Moving the Page Sorter

You can move the Page Sorter to either side of the screen and resize it. You can also hide the Page Sorter automatically when you use the whiteboard area.

NOTE
If you move, widen or hide the Page Sorter, SMART Notebook saves these settings for the next time you create or open a .notebook file.

To open the Page Sorter

Press **Page Sorter**  .

OR

Select **View > Page Sorter**.

To move the Page Sorter

Press the resize pointer icon under the tabs to move the Page Sorter to the other side of the whiteboard area.

Press the resize pointer icon again to move it back.

To widen the Page Sorter

To widen the Page Sorter area, drag its border into the whiteboard area.

To hide the Page Sorter

To hide the Page Sorter automatically, select the **Auto-hide** check box at the bottom of the screen. The Page Sorter minimizes the next time you select an object in the whiteboard area.

To open the Page Sorter again, press **Page Sorter** .

To disable the Auto-hide option, clear the **Auto-hide** check box.

Grouping Pages

You can group together pages within the current file. This enables you to find a particular group quickly within the Page Sorter and display its pages. This is useful when there are a large number of pages within a file.

To create or edit a group

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Press the **Groups** button in the Page Sorter, and then select **Edit Groups**.

   The whiteboard area displays all groups and pages for the current file. Groups appear as blue bars and pages appear as thumbnails. If you have created and edited the groups in this file, the pages appear under the blue bars you created and renamed. If you haven't edited the groups, a default group entitled Group 1 appears and includes all of the pages and their thumbnails below its blue bar.

   NOTE
   Thumbnails below each blue bar include the same menu arrow options as thumbnails in the Page Sorter. This enables you to press a thumbnail in a group, select its menu arrow, and then delete the page, clear the page, insert a new page, clone the page, rename the page, add a screen shade to the page or add the page to the Gallery.
3. Press the **Add New Group** button in the upper left corner.

   A new blue bar appears and a new page appears below the blue bar.
4. Press the blue bar's menu arrow, and then select **Rename Group**.
5. Type a new name for the group.

NOTE
If a connected keyboard isn't easily accessible, type a new name using the SMART Keyboard.

6. To move a page into a group, press the page's thumbnail, and then drag it below the group's blue bar and to the right of the thumbnail you want it to proceed.

   To rearrange the order of pages within a group, press a page's thumbnail, and then drag it to the right of the thumbnail you want it to proceed.

   To rearrange the order of groups, press a group's blue bar, and then drag it below the blue bar of the group you want it to proceed.

   You can also change the order of the groups by selecting a blue bar's menu arrow, and then selecting **Move Up** or **Move Down**.

   To delete a group and keep its pages, move all of its pages to different groups. When a group contains no pages, SMART Notebook automatically deletes it.

   To delete a group and all pages in the group, press the blue bar's menu arrow, and then select **Delete Group**.

7. When you finish creating and editing groups, double-press on a thumbnail to display this page.

To move to a group within the Page Sorter

1. If the Page Sorter isn't visible, press **Page Sorter**  .
2. Press **Groups**, and then select the group's name.

   The Page Sorter displays the thumbnail for the first page in this group.

Chapter 11
The Gallery

The Gallery contains clip art, backgrounds, multimedia content, .notebook files and pages that you can use in your lessons and displays preview images of this content. The Gallery also provides access to the SMART Learning Marketplace and other online resources.

My Content
You can add your own pictures, backgrounds, multimedia content, lesson activities and .notebook files and pages to the **My Content** category.

Gallery Essentials
When you install SMART Notebook software, you can also install Gallery Essentials. This is a collection of thousands of images, multimedia content, and more, organized into subject specific categories.

Online Resources
This category enables you to access online content for educators who use SMART products. These resources include lesson activities, educational software, advice for using your SMART product, and more.

SMART Learning Marketplace
The SMART Learning Marketplace gallery option enables you to log in or subscribe to the Global Grid for Learning (GGfL). After you log in, you can search the Global Grid for Learning and access a variety of images, audio files, video files, lesson activities and other content from the Learning Marketplace. You can add this content to your file.

Opening and Moving the Gallery

The Gallery contains clip art, backgrounds, multimedia content, .notebook files and pages that you can use in your lessons. You can move the Gallery to either side of the screen and resize it.

NOTE
If you move, widen or hide the Gallery, SMART Notebook saves these settings for the next time you create or open a .notebook file.

To open the Gallery

Press **Gallery**  .

OR

Select **View > Gallery**.

To move the Gallery

Press the resize pointer icon  under the tabs to move the Gallery to the other side of the whiteboard area.

Press the resize pointer icon  again to move it back.

To widen the Gallery

To widen the Gallery, drag its border into the whiteboard area.

To hide the Gallery

To hide the Gallery automatically, select the **Auto-hide** check box at the bottom of the screen.

The Gallery appears minimized the next time you select an object in the whiteboard area.

To open the Gallery again, press **Gallery**  .

To disable the Auto-hide option, clear the **Auto-hide** check box.

Browsing and Searching the Gallery

The Gallery is divided into two sections, the category list and the content list. The top section of the Gallery, the category list, displays the categories and subcategories. When you select a category or subcategory in the list, its contents appear in the bottom section of the Gallery, the content list.

NOTE
You can change the size of the category list and content list by pressing the boundary between them, and then dragging it up or down.

In the **Pictures and Backgrounds** category, clip art items appear as thumbnails of the graphic and backgrounds appear as pages with a folded bottom-right corner.

In the **Interactive and Multimedia** category, a video object appears as a frame from a movie, a sound object appears with a speaker icon in the lower left corner, and a Flash file appears as a Flash icon or thumbnail of the content with a small Flash icon in the upper left corner.

In the **Notebook Files and Pages** category, files appear as binders and pages appear with a folded top right corner.

You can search for a Gallery item using the keyword search.

To browse the Gallery

1. If the Gallery isn't visible, press **Gallery**  .
2. Press a category's plus sign ⊞ to view its subcategories.

   NOTE

   You can close a category by pressing the category's minus sign ⊟.
3. Select a category or subcategory to display its contents.

To search the Gallery

1. If the Gallery isn't visible, press **Gallery**  .
2. Type a keyword into the **Type search terms here** box, and then press **Search**  .

   NOTE

   If a connected keyboard isn't easily accessible, type the search term using the SMART Keyboard.

   The Gallery displays all content containing the keyword.

Adding a Gallery Item to a Page

The Gallery contains clip art, backgrounds, multimedia content, .notebook files and pages that you can use in your lessons. You can add any Gallery item to the current page.

To add a Gallery item to a page

1. If the Gallery isn't visible, press **Gallery**  .
2. Browse to the category that contains the Gallery item you want to add.

   The category's contents appear as thumbnails.
3. Double-press the thumbnail.

   OR

   Drag the thumbnail to the page.

   NOTE

   You can also select a thumbnail, press its menu arrow, and then select **Insert in Notebook**.

If you add a picture, Flash file, Flash video file or sound file, it appears on the current page.

If you add a background, it replaces the page's existing background.

If you add a page, SMART Notebook inserts the page before the current page.

If you add a .notebook file, SMART Notebook inserts the file's pages before the current page.

Adding an Object to the Gallery

You can add an object from the current page to the Gallery's **My Content** category.

To add an object to the Gallery

1. If the Gallery isn't visible, press **Gallery**  .
2. Select the object that you want to add to the Gallery.
3. Drag the object from the page to the Gallery's **My Content** category or one of its subcategories.

NOTE

- You're not able to drag an object if it's locked in place.
- If you want to change a Gallery item's name, select the item, press its menu arrow, and then select **Rename**. Type the item's new name. If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

Adding a Page to the Gallery

If you want to reuse a page, you can add it to the Gallery's **My Content** category so that it's available in a convenient location.

To add a page to the Gallery

1. Create, edit and manipulate objects on the page until it appears exactly as you want it to appear.
2. Select **File > Save Page as Gallery Item**.

   The *Save Page as Gallery Item* dialog box appears.
3. Browse to the folder where you want to save the page.
4. Type a name for the page in the **File name** box.

   NOTE

   If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.
5. Press **Save**.

6. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow, and then select **Add to My Content**.

   The *Add to My Content* dialog box appears.

7. Browse to, and select, the item that you saved in step 5.

8. Press **Open**.

Adding a Supported File to the Gallery

You can add a file to the Gallery's **My Content** category so that it's available in a convenient location, if SMART Notebook supports its file type.

To add supported files to the My Content category

1. If the Gallery isn't visible, press **Gallery**  .

2. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow, and then select **Add to My Content**.

   The *Add to My Content* dialog box appears.

3. Browse to, and select, the item you want to add to the Gallery.

4. Press **Open**.

   NOTE
   By default, SMART Notebook names the new Gallery item based on the original file name. If you want to change the item's name, select the Gallery item's thumbnail, press its menu arrow, and then select **Rename**. Type the item's new name. If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

Adding Themes to the Gallery

You can use themes to customize pages. You can create a theme and add it to the Gallery so that it's available in a convenient location. You can apply this theme to a page, all pages in a group or all pages in a file.

The Gallery also includes some predefined themes.

To create a theme

1. If the Gallery isn't visible, press **Gallery**  .

2. Select **Themes** in the Gallery's category list, press its menu arrow, and then select **Create New Theme**.

3. Type a name for the theme in the **Theme name** box.

NOTE
If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

4. Set the background for the theme in the same way that you would for a page.
5. Add, manipulate and edit objects on the theme in the same way that you would on a page.
6. Press **Save**.

   The theme appears in the Gallery's **Themes** category list. You can use the theme to customize a page, all pages in a group or all pages in a file.

Organizing the Gallery's Contents

As you add objects, pages and supported files to the Gallery's **My Content** category, you may want to reorganize the category's structure. You can create subcategories and move Gallery items between subcategories.

To add a new subcategory to the Gallery

1. If the Gallery isn't visible, press **Gallery**  .
2. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow, and then select **New Folder**.

   A new folder appears. By default, the new folder's name is **Untitled**.
3. Type a new name for the subcategory.

NOTE
If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

To rename a subcategory

1. If the Gallery isn't visible, press **Gallery**  .
2. Select **My Content** in the Gallery's category list, and then browse to the subcategory that you want to rename.
3. Select the subcategory, press its menu arrow, and then select **Rename**.
4. Type a new name for the subcategory.

NOTE
If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

To move a Gallery item to a different subcategory

1. If the Gallery isn't visible, press **Gallery**  .
2. Browse to the category that contains the Gallery item you want to move.

   The Gallery displays the contents of the category.
3. Drag the item to another subcategory.

Importing a Gallery Collection

Importing and exporting collection files is an ideal way to share custom categories with others and to use categories that others have created. You can use collection files to add items to the Gallery's **My Content** category. After you import a collection file, all of its items appear in the Gallery as a new subcategory.

To import a Gallery collection

1. If the Gallery isn't visible, press **Gallery**  .
2. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow, and then select **Add to My Content**.

   The *Add to My Content* dialog box appears.
3. Browse to the folder that contains the collection file you want to import.

   NOTE
   A gallery collection file has a .gallery extension.
4. Select the collection file, and then press **Open**.

   The collection appears as a new subcategory. By default, SMART Notebook names the new subcategory **Untitled**.
5. To change the subcategory's name, select the subcategory's thumbnail, press its menu arrow, and then select **Rename**. Type the item's new name. If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

Exporting a Gallery Collection

Importing and exporting collection files is an ideal way to share custom categories and enable others to use the categories you create. When you export a collection file, SMART Notebook saves the contents of the selected category to a single file with a .gallery extension. After you create a collection file, you can move it to another computer or send it to other SMART Notebook users.

To export a Gallery collection

1. Select the category that contains the items you want to save in a collection.

   NOTE
   SMART Notebook exports the selected category but doesn't export any of its subcategories.

2. Press the category's menu arrow, and then select **Export as Collection File**.

   The *Save As* dialog box appears.

3. Browse to the folder where you want to save the collection file.
4. Type a name for the file in the **File name** box.

   NOTE
   If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

5. Press **Save**.

Importing Online Content into the Gallery

SMART Technologies offers Online Resources, online content for educators who use SMART products. This content includes lesson activities, educational software, advice for using your SMART product and more. You can download the content as collection files, and then import them into the Gallery.

To import content from Online Resources

1. If the Gallery isn't visible, press **Gallery**  .
2. Select **Online Resources** in the Gallery's category list.
3. Select **Lesson activities**, **Curriculum standards** or one of the other available categories.

   Your default Web browser starts.

4. Follow the on-screen instructions to select and download the collections you want.
5. After you download the collections, import them into the Gallery.

Connecting to Team Content

The Team Content feature allows you to connect to Gallery content on a shared network drive. Multiple users can connect to the same folder. SMART Notebook automatically updates your changes for all users.

NOTE

Your folder access permissions using Team Content are the same as your folder access permissions on a network. If you have full access to a network drive, you can add or remove items from a folder using Team Content. However, if you have read-only access to the folder, you can copy files using Team Content, but you're not able to add, edit or remove items.

To connect to Team Content

1. If the Gallery isn't visible, press **Gallery**  .
2. Press **Show additional Gallery actions**  , and then select **Connect to Team Content**.

   The *Browse For Folder* dialog box appears.
3. Browse to, and select, the folder containing the content you want to use, and then press **OK**.

   NOTE

   If you don't have access permissions to a Team Content location, the folder containing Team Content is unavailable.

   The content appears in the Gallery.

Chapter 12
The Attachments Tab

You can use the Attachments tab to attach a copy of a file, shortcut to a file or link to a Web page to your file. This enables you to easily find and open files and Web pages during your lessons.

Opening and Moving the Attachments Tab

You can use the Attachments tab to attach a copy of a file, shortcut to a file or link to a Web page to a page. The Attachments tab lists all attachments in the current file.

NOTE
If you move, widen or hide the Attachments tab, SMART Notebook saves these settings for the next time you create or open a .notebook file.

To open the Attachments tab

Press **Attachments**  .

OR

Select **View > Attachments**.

To move the Attachments tab

Press the resize pointer icon  under the tabs to move the Attachments tab to the other side of the whiteboard area.

Press the resize pointer icon  again to move it back.

To widen the Attachments tab

To widen the Attachments tab, drag its border into the whiteboard area.

To hide the Attachments tab

To hide the Attachments tab automatically, select the **Auto-hide** check box at the bottom of the screen. The Attachments tab appears minimized the next time you select an object in the whiteboard area.

To open the Attachments tab again, press **Attachments**  .

To disable the Auto-hide option, clear the **Auto-hide** check box.

Opening Items in the Attachments Tab

You can open an attached file or Web page in the Attachments tab.

To open an item in the Attachments tab

1. If the Attachments tab isn't visible, press **Attachments**  .

   OR

   Select **View > Attachments**.

   The Attachments tab lists all attachments in the current file.

   – If an attached item is a copy of a file, the file's size appears in the **Size** column.

   – If an attached item is a shortcut to a file, **Shortcut** appears in the **Size** column.

   – If an attached item is a link to a Web page, **URL** appears in the **Size** column.

2. To open a file, double-press the file name or shortcut.

   OR

   To open a Web page, double-press the link.

Attaching Copies of Files

You can attach copies of files to the Attachments tab. This enables you to find and open files easily during a lesson.

NOTE
When you attach a file, the size of the .notebook file increases. Although SMART Notebook compresses files to conserve space, SMART Notebook can compress some file types more than others.

To attach a copy of a file

1. If the Attachments tab isn't visible, press **Attachments**  .

   OR

   Select **View > Attachments**.

2. Press the **Insert** button at the bottom of the **Attachments** tab, and then select **Insert Copy of File**.

   The *Insert Copy of File* dialog box appears.

3. Browse to, and select, the file you want to attach.

4. Press **Open**.

   The file name and its file size appear in the Attachments tab.

Attaching File Shortcuts

You can attach file shortcuts to the Attachments tab. This enables you to find and open files easily during a lesson.

NOTE

SMART Notebook doesn't export shortcuts. If you want to export file attachments, attach a copy of your file, not a file shortcut.

TIP

Make sure that the file is accessible on the computer you will use during the lesson.

To attach a file shortcut

1. If the Attachments tab isn't visible, press **Attachments**  .

   OR

   Select **View > Attachments**.

2. Press the **Insert** button at the bottom of the **Attachments** tab, and then select **Insert Shortcut to File**.

   The *Insert File Shortcut* dialog box appears.

3. Browse to, and select, the file you want to attach.

4. Press **Open**.

   The file name and **Shortcut** appear in the Attachments tab.

Attaching Links to Web Pages

You can attach links to Web pages to the Attachments tab. This enables you to find and open Web pages easily during a lesson.

To attach a link to a Web page

1. If the **Attachments** tab isn't visible, press Attachments  .

   OR

   Select **View > Attachments**.

2. Press the **Insert** button at the bottom of the Attachments tab, and then select **Insert Hyperlink**.

   The *Insert Hyperlink* dialog box appears.

3. Type the Web page's address in the **Hyperlink** box.

NOTE

If a connected keyboard isn't easily accessible, type the address using the SMART Keyboard.

4. Type a name for the link in the **Display Name** box.
5. Press **OK**.

   The display name and **URL** appear in the Attachments tab.

Chapter 13
The Properties Tab

The Properties tab enables you to change the formatting of objects on a page, including freehand objects, shapes, lines, text, tables and more. Depending upon the object you select, you can change:

- the color, thickness and style of lines
- the transparency and fill effects of objects
- the font type, size and style of text
- the animation of objects

The Properties tab displays only the options that are available for the object you select.

The Properties tab also includes a **Page Recording** button. Using this option, you can record your actions on the current page.

Opening and Moving the Properties Tab

The Properties tab enables you to change the formatting of the objects on a page. The Properties tab also includes a **Page Recording** button that enables you to record you actions on the current page.

NOTE
If you move, widen or hide the Properties tab, SMART Notebook saves these settings for the next time you create or open a .notebook file.

To open the Properties tab

Press **Properties**  .

OR

Select **View > Properties**.

To move the Properties tab

Press the resize pointer icon  under the tabs to move the Properties tab to the other side of the whiteboard area.

Press the resize pointer icon  again to move it back.

To widen the Properties tab

To widen the Properties tab, drag its border into the whiteboard area.

To hide the Properties tab

To hide the Properties tab automatically, select the **Auto-hide** check box at the bottom of the screen. The Properties tab appears minimized the next time you select an object in the whiteboard area.

To open the Properties tab again, press **Properties** .

To disable the Auto-hide option, clear the **Auto-hide** check box.

Recording a Page

The **Page Recording** options enable you to record your actions on the current page.

To record a page

1. If the Properties tab isn't visible, press **Properties** .
2. Press **Page Recording**.
3. Press **Start Recording**.

   A red circle appears in the upper left corner of the whiteboard area.



4. Perform the actions that you want to record on the current page.
5. When you finish performing these actions, press **Stop Recording**.

   A playback toolbar appears on the page.



To play a page recording

1. Display the page.

   If the page includes a page recording, a playback toolbar appears on the page.

2. To play the recording, press **Play** .
3. To pause the recording, press **Pause** .
4. To stop the recording, press **Stop** .

To remove a page recording

1. Display the page.

   If the page includes a page recording, a playback toolbar appears on the page.

2. To remove the recording, press the **Exit** button on the toolbar.

Chapter 14
Importing into .notebook Files

In addition to creating objects and adding them to the Gallery, you can import text, pictures, background pages and other content from a variety of sources. The method you choose depends on the kind of information you want to add to the file.

You can:

- Capture screens, windows, and regions.
- Attach a copy of a file, shortcut to a file or link to a Web page.
- Import files from another program using SMART Notebook Print Capture.
- Insert graphics files from your computer.
- Insert scanned pictures.
- Paste text.
- Import Microsoft PowerPoint files.
- Import files from other whiteboard software programs.

NOTE

- SMART Notebook supports certain file types only when your computer is connected to a SMART product.
- If you import a file that SMART Notebook doesn't support, it appears in the Attachments tab. You can open attached files using third-party software but you're not able to add them to a page.
- SMART Notebook supports the .flv video format and .mp3 audio format, whether or not your computer is connected to a SMART product.

Importing a File with SMART Notebook Print Capture

You can import content into a .notebook file from a variety of sources. SMART Notebook Print Capture is a printer driver that imports a file or specified pages of a file into a .notebook file. Each page of an imported file appears as an object on its own page, with its original formatting and page breaks preserved.

To import a file using SMART Notebook Print Capture

1. In the source file you want to export to a .notebook file, select **File > Print**.

   The *Print* dialog box appears.

2. Select **SMART Notebook Print Capture** in the list of printers.

3. To change the page orientation or graphics resolution, you must:

   a. Press the **Properties** or **Preferences** button.

      The *SMART Notebook Print Capture Properties* dialog box appears.

   b. Select **Landscape** orientation or **Portrait** orientation.

   c. To change the resolution of the imported image on the page, enter a number in the **Horizontal Resolution** and **Vertical Resolution** boxes.

      TIP

      – Use the same value in both boxes to prevent image distortion. For best results, use a value between 50 and 100.

      – The higher the resolution, the larger the image.

      – Do not use the **Draft**, **Low** or **Medium** settings because they may not scale the image proportionally.

   d. Press **OK**.

      NOTE

      Do not press the ENTER key on your keyboard instead of the **OK** button because the ENTER key closes the dialog box without saving your changes.

4. Select a **Page Range**, and then press **OK**.

   If a .notebook file isn't open, a new file opens. Each page of the source file appears on a separate page.

   OR

   If a .notebook file is open, each page of the source file appears in the current file after the current page.

   This process can take several minutes.

SMART Notebook software locks print capture graphics in place. You must unlock them before you can modify them.

Recommended Resolutions

If you adjust the resolution of the imported image, use the table below as your guide. Recommended graphics resolutions depend on the resolution of your screen.

Screen Resolution	Recommended Graphics Resolution
1152 × 864	100 × 100
1024 × 768	90 × 90
800 × 600	60 × 60
640 × 480	50 × 50

Pasting Text

You can paste text from other programs onto a page in a .notebook file.

NOTE

You can also cut and paste (or copy and paste) text, images and objects from another page.

To cut text from another program and paste it on a page

1. In the other program, select the text you want to cut, and then select **Cut**.
2. In the *SMART Notebook* window, press **Paste**  .

   OR

   Select **Edit > Paste**.

To copy text from another program and paste it on a page

1. In the other program, select the text you want to copy, and then select **Copy**.
2. In the *SMART Notebook* window, press **Paste**  .

   OR

   Select **Edit > Paste**.

Importing Microsoft PowerPoint Files

You can import content into a .notebook file from a variety of sources, including Microsoft PowerPoint files.

NOTE
The files must be from Microsoft PowerPoint 2000 software or later.

To import PowerPoint files

1. In the *SMART Notebook* window, select **File > Import**.

   The *Open* dialog box appears.

2. Browse to, and select, the PowerPoint file you want to import.

3. Press **Open**.

   The PowerPoint file opens in the .notebook file.

   NOTE
   Some gradient, pattern and image effects can't be imported. These effects may appear incorrectly on the page.

Importing Files from Other Whiteboard Programs

You can import content into .notebook files from a variety of sources, including other whiteboard programs.

To import files from other whiteboard programs

1. Press **Open**  .

   OR

   Select **File > Open**.

   The *Open* dialog box appears.

2. Select **All Files (*.*)** in the **Files of Type** list.

3. Browse to, and select, the file you want to open.

4. Press **Open**.

   If you import a file that SMART Notebook supports, the file opens.

   If you import a file that SMART Notebook doesn't support, SMART Notebook adds it to the Attachments tab. You can open these attached files using third-party software, but you're not able to add them to a page.

Chapter 15
Exporting from .notebook Files

You can export your .notebook file in a variety of formats. You can also set SMART Notebook to export a file automatically when you display a different page or after a specified period of time.

You can cut or copy text from .notebook files and paste it into other programs.

Exporting a File

You can export your .notebook file in a variety of formats, including HTML and PDF, as well as PowerPoint files or image files.

NOTE

- SMART Notebook doesn't export attachments when you export files as images. To include attachments, you must export your file as either HTML or PDF (Adobe Acrobat® Reader® 6.0 or later).
- SMART Notebook doesn't export files that you attach to your .notebook file as a shortcut. If you want to include a file attachment, you must attach a copy of the file.
- SMART Notebook doesn't export some gradient, pattern and image effects. These effects may appear as a solid fill or appear incorrectly in the exported file.

To export a file as HTML

1. Select **File > Export > Web Page**.
2. Browse to the folder where you want to export the file.
3. Type a name for the file in the **File name** box.
4. Press **Save**.

To export a file as image files

1. Select **File > Export > Image Files**.
2. Select a folder where you want to export the image files.

NOTE
SMART Notebook exports each page as a separate image file. SMART Notebook saves each image with a filename based upon the .notebook file's name and the page's number.

3. Select an **Image Type**.
4. Select an image **Size**.
5. Press **Save**.

To export a file as a PDF

1. Select **File > Export > PDF**.

   The *Export PDF* dialog box appears.

2. If you want to print thumbnails, select **Thumbnails** from the **Print What** column.

   OR

   If you want to print handouts, select **Handouts** from the **Print What** column.

   OR

   If you want to print full pages, select **Full Pages** from the **Print What** column.

3. To add a header, a footer or a date to each printed page, type information in the **Header**, **Footer** and **Date** text boxes.
4. To add a page number to each printed page, select the **Show page numbers** check box.
5. If you are printing thumbnails, select a **Layout**:
   a. Select **Full Page** (one thumbnail per printed page), **Large** (two thumbnails per printed page), **Medium** (four thumbnails per printed page) or **Small** (six thumbnails per printed page).
   b. To include borders around each thumbnail, select the **Page Borders** check box.
   c. To include the page name, select the **Thumbnail Titles** check box.

6. If you are printing handouts, select a **Layout**:
   a. Select **Large** (one page from your .notebook file per printed page), **Medium** (two pages from your .notebook file per printed page) or **Small** (three pages from your .notebook file per printed page). Handouts also include space on the printed page for additional notes.
   b. To include borders around each page from your .notebook file page, select the **Page Borders** check box.
   c. To include the page name, select the **Thumbnail Titles** check box.
7. To print the file, select **Print all**.

   OR

   To print selected pages, select **Pages**, and then type the page numbers you want to print. Separate individual page numbers with commas and separate page ranges with a hyphen, for example, 1,2,4-7.
8. Press **Save**.

   The *Print as PDF* dialog box appears.
9. Browse to the folder where you want to export the file.
10. Type a name for the file in the **File name** box.
11. Press **Save**.

To export a file as a PowerPoint file

1. Select **File > Export > PowerPoint**.

   The *Save As* dialog box appears.
2. Browse to the folder where you want to save the new file.
3. Type a name for the file in the **File name** box.
4. Press **Save**.

Exporting a File Automatically

You can also export a .notebook file automatically when you display a different page or after a specified period of time.

NOTE

- SMART Notebook doesn't export attachments when you export files as images. To include attachments, you must export your file as either HTML or PDF (Adobe Acrobat Reader 6.0 or later).
- SMART Notebook doesn't export files that you attach to your file as a shortcut. If you want to include a file attachment, you must attach a copy of the file.
- SMART Notebook doesn't export some gradient, pattern and image effects. These effects may appear as a solid fill or appear incorrectly in the exported file.

To export a file automatically as HTML

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* dialog box appears.

2. Select **Every time I move to a different page** to export your file automatically when you display a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your file automatically after a specified period of time.

3. Press **Next**.
4. Select **Web Page (HTML)**.
5. Press **Next**.

   The *Save As* dialog box appears.

6. Browse to the folder where you want to export the file.
7. Type a name for the file in the **File name** box.
8. Press **Save**.

To export a file automatically as PDF

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* dialog box appears.

2. Select **Every time I move to a different page** to export your file automatically when you display a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your file automatically after a specified period of time.

3. Press **Next**.

4. Select **PDF**.

   OR

   Select **Time Stamped PDFs** if you want the exported file's name to include the time of the export.

5. Press **Next**.

   The *Save As* dialog box appears.

6. Browse to the folder where you want to export the file.

7. Type a name for the file in the **File name** box.

8. Press **Save**.

To export a file automatically as image files

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* dialog box appears.

2. Select **Every time I move to a different page** to export your file automatically when you display a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your file automatically after a specified period of time.

3. Press **Next**.

4. Select **Image Files**.

5. Press **Next**.

6. Press **Browse**, browse to the folder where you want to export the files, and then press **Open**.

   NOTE
   SMART Notebook exports each page as a separate image file. SMART Notebook saves each image with a filename based upon the .notebook file's name and the page's number.

7. Select the **Image Type** you want from the available formats.
8. Select the image **Size**.
9. Press **OK**.

To export a file automatically as a PowerPoint file

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* dialog box appears.
2. Select **Every time I move to a different page** to export your file automatically when you display a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your file automatically after a specified period of time.
3. Press **Next**.
4. Select **PowerPoint**.
5. Press **Next**.

   The *Save As* dialog box appears.
6. Browse to the folder where you want to export the file.
7. Type a name for the file in the **File name** box.
8. Press **Save**.

To cancel automatic file export

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* dialog box appears.
2. Select **Do not save the document automatically**.
3. Press **Next**.

Cutting or Copying Text

You can cut or copy text from a .notebook page and paste it into other programs.

To cut and paste text from a page to another program

1. In SMART Notebook, select the text you want to cut, and then select **Edit > Cut**.

   You can also cut text by pressing the object's menu arrow, and then selecting **Cut**.

2. In the other program, select **Edit > Paste**.

To copy and paste text from a page to another program

1. In SMART Notebook, select the text you want to copy, and then select **Edit > Copy**.

   You can also copy text by pressing the object's menu arrow, and then selecting **Copy**.

2. In the other program, select **Edit > Paste**.

Chapter 16
Presenting a File

Consider the following before you present a .notebook file.

TIP

- Save your completed file on a disk or USB storage device. This enables you to access and display your presentation by inserting the disk, CD or USB storage device into the computer connected to the interactive whiteboard. As an alternative, you can make your presentation accessible on your local area network, and then browse to it on the interactive whiteboard.
- To avoid losing your momentum and focus during the presentation, attach the files, shortcuts, and links to Web pages that you'll use during your presentation to the Attachments content tab of your file so you don't have to search for them.
- If your file contains a large number of pages, separate the pages into groups. This enables you to find a particular page more easily during a presentation.
- Add a Screen Shade to a page. During the presentation, gradually remove the shade to reveal the underlying text and graphics when you’re ready to discuss them. You can also add a Screen Shade that covers programs other than SMART Notebook.
- Display the file in Full Screen view during the presentation. This view maximizes the available workspace.
- Use the Spotlight, Magnifier and Pointer to highlight areas of interest during your presentation.
- Create freehand objects that slowly fade, a magnification window or a spotlight window using the Magic Pen.
- Control the playback of a Flash object during the presentation.

Creating a Fading Object Using the Magic Pen

You can create freehand objects that slowly fade after approximately ten seconds using the Magic Pen (sometimes referred to as the Presentation Pen).

To create a fading object

1. Press **Magic Pen** .
2. Using your finger or pen tray pen (on interactive whiteboards) or tethered pen (on interactive pen displays), write or draw objects on the interactive screen.

   The objects slowly fade after approximately ten seconds.

Creating a Magnification Window Using the Magic Pen

You can create a magnification window using the Magic Pen (sometimes referred to as the Presentation Pen).

To create a magnification window

1. Press **Magic Pen** .
2. Using your finger or pen tray pen (on interactive whiteboards) or tethered pen (on interactive pen displays), draw a square on the interactive screen.

   A magnification window appears.



3. To reduce its size, press in the middle of the magnification window, and then drag it to the left.

   OR

   To increase its size, press in the middle of the magnification window, and then drag it to the right.

4. To move the window, press near the edge of the magnification window, and then drag it.

5. To close the magnification window, press .

Creating a Spotlight Window Using the Magic Pen

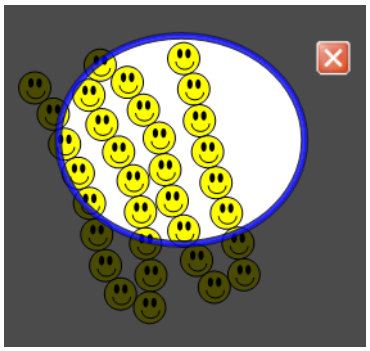
You can create a spotlight window using the Magic Pen (sometimes referred to as the Presentation Pen).

To create a spotlight window

1. Press **Magic Pen** .

2. Using your finger or pen tray pen (on interactive whiteboards) or tethered pen (on interactive pen displays), draw a circle on the interactive screen.

   A spotlight window appears.



3. To reduce the window's size, press in the middle of the spotlight window, and then drag it to the left.

   OR

   To increase the window's size, press in the middle of the spotlight window, and then drag it to the right.

4. To move the window, press near the edge of the spotlight window, and then drag it.

5. To close the spotlight window, press .

Controlling Flash Objects

When you add a Flash object to a page, or display a page that already contains a Flash object, the Flash object plays immediately. You can control the playback of the object. If the Flash object has buttons, you can press them on the interactive screen. If a Flash object doesn't have buttons, you can use the options in the object's menu arrow.

NOTE

To write on top of a Flash object with a handwriting recognition component, start writing outside the Flash object and continue to write over the Flash object. This enables SMART Notebook to recognize the digital ink as a separate object from the Flash object.

To control a Flash object using the menu arrow

1. Select the Flash object.

   A selection rectangle appears around the object.

2. To play the Flash object, press the object's menu arrow, and then select **Flash > Play**.

3. To play the Flash object from the beginning, press the object's menu arrow, and then select **Flash > Rewind**.

4. To advance the Flash object slightly and pause playback, press the object's menu arrow, and then select **Flash > Step Forward**.

5. To rewind the Flash object slightly and pause playback, press the object's menu arrow, and then select **Flash > Step Back**.

6. To play the Flash object continuously, select **Flash > Loop**. To stop playing the Flash object continuously, clear the selection of **Flash > Loop**.

Appendix A
Customer Support

Online Information and Support

Visit www.smarttech.com/support to view and download user's guides, how-to and troubleshooting articles, software and more.

Training

Visit www.smarttech.com/trainingcenter for training materials and information about our training services.

Technical Support

If you experience difficulty with your SMART product, please contact your local reseller before contacting SMART Technical Support. Your local reseller can resolve most issues without delay.

NOTE
To locate your local reseller, visit www2.smarttech.com/st/en-US/Where+to+Buy.

All SMART products include online, telephone, fax and e-mail support:

Online	www.smarttech.com/contactsupport
Telephone	+1.403.228.5940 or Toll Free 1.866.518.6791 (U.S./Canada) (Monday to Friday, 5 a.m. – 6 p.m. Mountain Time)
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Registration

To help us serve you, register online at www.smarttech.com/registration.

Contact SMART Technologies

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